

Missing Child Emergency Procedure

The Playgroup takes children's safety very seriously and will ensure our provision meets the highest standards to keep children safe. Prevention of incidents is rooted in the promotion of awareness for all in our safety protocols. Resolution in the event of a missing child is most likely when there is quick action and all staff involved are clear on the emergency procedure outlined below.

Risk assessments are carried out on our premises and for all events, outings and evacuation procedures to identify risks on how children could leave the setting or group outing or evacuation. We use the Care Inspectorate's 'SIMOA' framework of 'Safe, Inspect, Monitor, Observe and Act', to support our risk assessment process and support the building of a culture of safety awareness within our community. Practitioners should understand their role on how to keep children safe, and how to support other adults to ensure children's safety. Compliance and consistency in our security and safety is vital to maintaining a safe space for children, allowing them to thrive.

We respect children's natural impulse to be curious and explore, and will use our risk assessment process to identify learning opportunities to support their learning in safety awareness. We will always take time to help children understand risk and listen to their views, learning together as a community. We will explore learning on safety and risk through play, and use visual communications to support children's understanding of safety in setting. All entrances and exits are secured with locks. Internal doors are also secured. Regular checks of children are incorporated into our daily sessions. As a community model, there are many adults involved in delivering the service and as such safety protocols will be shared with all involved to ensure a high level of awareness of security in site and safety for all. A safe learning space is vital to uphold children's rights, safeguarding and protection, in line with the UNCRC.

In the event of a child leaving the setting or a group outing or evacuation, the following emergency procedure will be followed in line with Care Inspectorate Notifications guidance for Early Years settings (updated 2026):

Immediately:

- 1. Secure/ check all exits**
- 2. Verify attendance and carry out a headcount and name roll cross referenced with master register**
- 3. Alert Playgroup Manager or in their absence Lead Practitioner. All staff and Chair must be made aware**
- 4. A supervisory member of staff to carry out a thorough internal and external search of the setting (other children to remain supervised), or if an outing / evacuation procedure a member of staff to search all surrounding areas (other staff to stay with the group of children). If outside a mobile phone should be taken to maintain contact with staff**
- 5. If a child has not been located during the steps above within 10 minutes call 999 for Police Scotland**
- 6. Contact child's parents immediately after notifying Policy**
- 7. If the child is located after these alerts, notify all parties**

Follow up actions:

1. Notify the Care Inspectorate in line with Notification guidance and timescales (2026)
2. Record incident and actions carried out on internal records
3. Review on site security, with immediate improvement actions carried out as soon as possible and record this when completed
4. A comprehensive investigation will be carried out by management to understand what went wrong, the causes and identify solutions and improvements to prevent the incident happening again. Findings should be recorded
5. Improvements will be evaluated regularly to ensure they maintain compliance and quality provision

The Playgroup recognises the distress this type of incident can cause and will help to provide appropriate support to anyone involved in this type of incident where necessary.

Further guidance can be found on the [Care Inspectorate website](#).

Created:

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In consultation with Playgroup Chair



**Holy Corner
Community Playgroup**