



Bolton College  
Early Years &  
Pre-School Centre

# **Bolton College Early Years & Pre-School Centre**

## **Lost / Missing Child Procedure 2024-25**



BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE  
LOST / MISSING CHILD PROCEDURE

**Contents**

1. The Welfare of the Children.....3  
2. Field Trips / Outings .....4

<b>Programme / Business Area:</b>	Student Services
<b>Prepared By:</b>	Nursery Manager & Student Experience Manager
<b>Approval By:</b>	SMT
<b>Approval Date:</b>	September 2024
<b>Next Review Date:</b>	September 2025
<b>College Website Link:</b>	<a href="#">Lost / Missing Child Procedure</a>

## 1. **The Welfare of the Children**

The welfare of the children in our care is paramount

The following systems are in place to minimise the risk of a child going missing from the setting:

- Appropriate steps have been taken to ensure that the setting and surrounding site is secure e.g., high fencing; locked security gate into the play area; locked front door; locked internal nursery door and locked exit and swipe enabled systems open to staff only.
- Parents / carers are required to register the child's arrival and sign out when leaving the setting.
- Parents / carers are always made aware of the need to supervise children especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Parent Access / Egress Procedure which ensures parents and children are accompanied by staff to the exit and the main door is securely closed.
- A password system is in place when someone other than parent / carer is required to collect or deliver a child into the setting.
- Staff must meet the designated person for collection and delivery of a child to the setting prior to them delivering or collecting the child.
- We have contact number for all parents/ carers of children and two emergency contact numbers for each of them.
- It is the responsibility of every member of staff to be aware of how many children are present and a quick headcount takes place at intervals during each session.
- Key workers of new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go.
- Parents /carers are advised of our security procedures and will be given opportunities to discuss any concerns, particularly if their child has an adventurous nature.

**In the event of a missing child at the setting, the following procedure will be implemented:**

- The Key Person responsible for the child will report the missing child to the Nursery manager immediately.
- The Nursery Manager will establish where the child was last seen.
- All children will be held in one place so that a thorough search can take place.
- All areas of the setting will be checked i.e., toilets, cupboards or anywhere a child could hide.
- The register and parent's signing in sheet will be checked to make sure the child has not been collected or marked in or out of the register.
- Security staff will be contacted by the Nursery Manager.
- In the unlikely event that the above does not result in the safe return of the child, the Nursery Manager will contact the parents / carers.
- The Principalship will be informed.

**BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE  
LOST / MISSING CHILD PROCEDURE**

- The Nursery Manager will organise a co-ordinated search checking outside buildings linked to the setting and ensure all gates are shut and securely locked.
- In the unlikely event that neither of the above results in the safe return of the child within a reasonable space of time (30 minutes), the Nursery Manager will contact the police using 999.
- Notes will be made of the circumstances surrounding the disappearance, details of clothing worn and any distinguishing features, to help police with their investigations.
- An incident record will be completed, signed by the parent /carer with a copy given to parents /carers.
- The Nursery Manager will inform Ofsted within 14 days and follow any advice/ instructions given.

## **2. Field Trips / Outings**

In the event of a child becoming separated on a field trip / outing the following procedure would be implemented immediately:

- The staff member who notices the child missing will check with other staff members whether they have seen the missing child and initiate a search of the immediate area.
- The staff will gather all other children together in one place so that a thorough search can take place.
- The staff on the field trip / outing will alert the Nursery Manager at the setting that a child is missing.
- In the unlikely event that neither of the above results in the safe return of the child within a reasonable space of time (30 minutes), then staff will call the police using 999 give your name, location, name and description of the child, name of the nursery and any other relevant information.
- Notes will be made of the circumstances surrounding the disappearance, details of clothing worn and any distinguishing features, to help police with their investigations.
- An investigation will take place.
- Staff must remain calm and focussed on the other children in their care and not discuss the incident in front of them. Staff should always reassure them.
- The Nursery Manager will speak with parents. The management team will complete written statements from all staff who were on the outing.
- The Nursery Manager will complete an incident report, including the time it is estimated that the child went missing, signed by the parent / carer with a copy given to parents /carers.
- The Nursery Manager will inform Ofsted within 14 days and follow any advice/ instructions given.