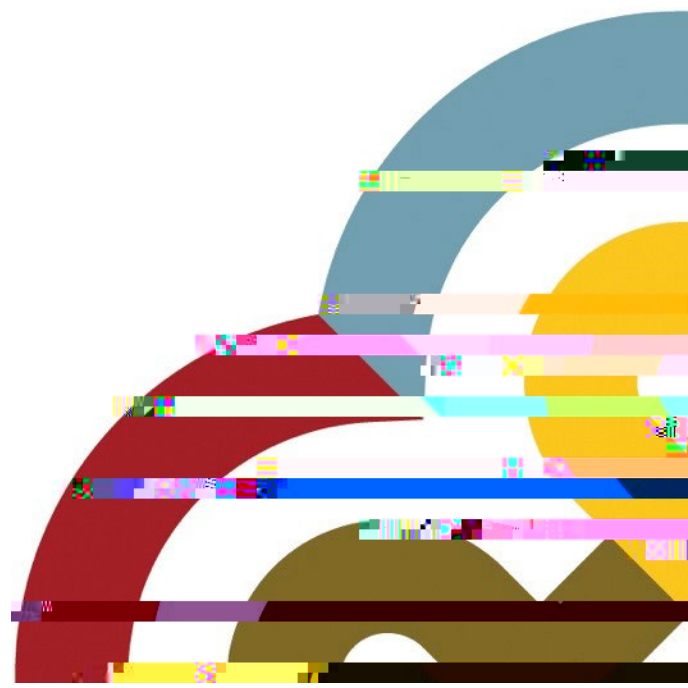




Bolton College
Early Years &
Pre-School Centre



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

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Program	Student Services
Prepared by	Nursery Manager & Student Experience Manager
Apprval by	SMT
Apprval Date:	September 2024
Next Review Date:	September 2025
File Website Link:	Lost / Missing Child Procedure

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

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.

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