Wolfson College Day Nursery

Lost Child Policy

EYFS: 3.65, 3.73

At Wolfson College Day Nursery staff have the highest regard for the safety of the children in our care. We are committed to promoting children’s safety and welfare. This includes where children are on outings and visits and are always aware of the potential for children to go missing during sessions or outings.

We carry out regular head counts of children throughout any outing or visit and with careful planning and co-operation amongst staff, children should not be out of sight of an adult during an outing.

In the unlikely event of a child going missing whilst on an outing we have the following procedure which we implement immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The Safety of all children and adults on site or on outing will not be compromised
- As soon as a child’s key person or member of staff believes that a child has gone missing they will immediately inform their team members and the designated person in charge, Deputy Manager or Manager in a calm manner. They will be careful not to create an atmosphere of panic and staff will ensure that the other children remain safe and adequately supervised
- Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- The Home Bursar will also be informed so that a search of the College grounds and river area can be quickly conducted by College staff
- If appropriate, and on College grounds Wolfson College Lodge will be informed and a description given for identification purposes
- College staff may have radio communication and Staff will carry mobile phones so that they can keep in contact
- Areas to search will be given out
  - All areas surrounding the river banks
  - Children’s play area and area surrounding
  - Tree Quad and Area leading to Bridge over river
  - Garages 1&2 next to Nursery
  - Road leading to front of College
  - Bishops garden
  - Allotments
  - Sports field

If the child is not located within 5 minutes the Local police will be informed, the designated person in charge will immediately inform the police.
The police will need to know:

Address: - Wolfson College Linton Road Oxford, OX2 6UD

Detailed description of child

- Age
- Male or female
- Head to toe description
- Circumstances of incident, how long have they been missing, when last seen,
- Who is looking for child, where they are, if they are carrying a mobile and the numbers?

Documentation of the incident will need to be kept, including conversations and advice from the police. This will be done by the Nursery Manager or Deputy Manager

Parent carer informed and documented this will be done by the Nursery Manager or Deputy Manager

- The designated person in charge will then inform the nursery who will contact the child’s parents giving details of what has happened. If the whole nursery is on an outing, all contact details will be taken on the trip by the person in charge.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children.
- It will be the designated person in charge or the Manager’s responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search. The Home Bursar must be contacted for assistance.
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure
- Ofsted must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives. They must be referred to the Communications Team.
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.
Form to be filled in below:

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<thead>
<tr>
<th>Date &amp; Time</th>
<th>Location of disappearance:</th>
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Name of carer (key person) responsible for child at time of disappearance:

Name and contact details of parent contacted including date and time:

Description of child’s clothing: Description of child/distinguishing features:

Circumstances surrounding disappearance:

Any special circumstance to be aware of, e.g. care orders etc.:

Signature of Registered Person: Date:

Details of Outside Agencies Contacted and Conclusion of Action Taken:

<table>
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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
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<tr>
<td>25/7/18</td>
<td>Barry Coote</td>
<td>July 2019</td>
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