



TRINITY COLLEGE
UNIVERSITY of OXFORD

Lost Child/ Pupil Policy and Procedure

1. Introduction

As part of its regular engagement with schools and prospective applicants, Trinity regularly welcomes visitors under the age of 18 to the College to take part in a variety of different events that, on occasion, also include a residential element.

During such visits, the College is committed to ensuring the safety of all visitors under the age of 18. This policy sets out specific procedures that aim to:

- reduce the likelihood of becoming lost in the first place;
- maintain the safety of individuals who may have become lost or found to be missing;
- locate the lost/missing pupil as quickly as possible.

There are three types of visits that involved under 18s taking place in the College:

1. Pupils who are accompanied at all times by their teacher;
2. Under 18s who are at all times accompanied by their parent/carer;
3. Pupils who visit the college for events and residentials without an adult/parent/carer/teacher.

2. Procedures

2.1. In relation to pupils who are accompanied by their teacher at all times, it remains the teacher's primary responsibility to adhere to their own organisational school trips and lost pupil policies and to keep a regular register of those in attendance and throughout the entirety of the visit. In the unlikely event that a pupil is lost or deemed to be missing the teacher will follow their own school's procedures in relation to informing relevant members of their organisation's staff, parents/carers and other professionals identified in their own policy.

2.2. In relation to pupils who are accompanied by their teacher at all times, the College will also:

- upon arrival, ensure that teachers and pupils are informed of specified assembly points in the event of a pupil becoming lost. In Trinity College's case, this will be the Porter's Lodge. Porters will then contact the Event Leader to notify them of the arrival of the lost pupil who will be collected by a DBS checked member of staff and returned to the event venue.
- In the event that a pupil is noted as lost, the Event Leader will contact the Lodge to notify the Porters, who can begin to check CCTV and put a

temporary block on the entrance/exit to prevent under 18s leaving the premises, until the pupil is located and/or collected from the Lodge.

- If still not located, the Event Leader will remain with the rest of the school group, whilst a member of College staff and the group's teacher initiate a full search of the public spaces and College grounds to locate the pupil;
- After 15 minutes, the pupil will be deemed 'missing' and the Event Leader will notify the College Designated Safeguarding Lead/Officer of the incident, who will then notify the police;
- The teacher will also initiate their own school policy relating to trips and 'lost pupils'.

2.3. In the instance that a child is thought to have become be lost or missing whilst off-site, such as during the walk to or during an event taking place at an off-site venue, we will follow the following procedure:

- An immediate head count will be carried out, by the teacher, in order to ensure that all the other children are present;
- The accompanying Event Leader/ Teacher will search the immediate vicinity;
- The remaining children will be taken back to College by the Event Leader;
- The Designated Safeguarding Lead will be informed;
- The venue Manager should be contacted to arrange a search;
- The Police will be notified of the missing pupil;
- The group's teacher will initiate their own school procedures for missing pupils.

2.4. In relation to visits by Under 18s who are at all times accompanied by their parent/carer the College will:

- Notify visitors at point of entry that it is their responsibility to supervise their child at all times during the visit;
- In the event that a child is reported as lost or missing, the member of staff receiving the notification, will contact the Lodge to notify the Porters, who can begin to check CCTV and put a temporary block on the entrance/exit to prevent under 18s leaving the premises, until the child is located and/or reunited with parents/carers;
- If still not located, a member of College staff and the child's parent/carer will initiate a full search of the public spaces and College grounds to locate the child. The Designated Safeguarding Lead/Officer should also be notified;
- After 15 minutes, the child will be deemed to be 'missing' and the Designated Safeguarding Lead/Officer or other College Member of Staff will call the police to notify them of the incident.

2.5. In relation to pupils aged between 16-18 who visit the college for events and residential without an adult/parent/carer/teacher, the College will:

- Keep a register of all pupils and conduct regular head counts throughout the visit and during residential at key times of the day – breakfast, lunch, dinner and bedtime;
- Keep a list of mobile phone numbers for each pupil with the register in order to make contact with pupils who may be late for registration times;

- Ensure that each pupil has been informed of the address and contact telephone number of the College and Event Leader in case of emergencies, such as getting lost;
- Ensure the pupils are informed of specified assembly points in the event of becoming lost. In Trinity College's case this will be the Porter's Lodge and any other College Lodge across the University, when not in Trinity College grounds. Porters will then contact the Event Leader to notify them of the arrival of the lost pupil, who will be collected by a DBS checked member of staff and returned to the event venue;
- In the event that a pupil is noted as lost, the Event Leader will contact the Lodge to notify the Porters, who can begin to check CCTV and put a temporary block on the entrance/exit to prevent under 18s leaving the premises, until the pupil is located and/or collected from the lodge;
- Members of staff will continue to contact the pupil by telephone and all other media if appropriate;
- The Event Leader will speak with any other visitors attending the event to try to identify the possible location of the pupil.
- If still not located, a member of College staff and the Event Leader will initiate a full search of the public spaces, College grounds, bedrooms to locate the pupil;
- The Event Leader will also notify the College Designated Safe Guarding Lead/Officer of the incident;
- After 15 minutes, the pupil will be deemed to be 'missing' and the Designated Safe Guarding Lead/ Officer will call the police to notify them of the incident;
- The College Designated Safeguarding Lead or Officer will contact the pupil's parents/ next of kin to notify them of the incident.

2.6. In the instance that a pupil is thought to have become be lost or 'missing' whilst off-site, such as during the walk to or during an event taking place at an off-site venue, we will follow the following procedure:

- An immediate head count will be called and carried out, by the Event Leader, in order to ensure that all the other pupils are present;
- A member of staff will continue attempts to make telephone contact with the missing pupil;
- The Event Leader/ College staff will search possible routes and immediate vicinity around the venue;
- The Venue Manager should be contacted to arrange a search;
- The Designated Safeguarding Lead/Officer will be informed, who will notify the Police of the missing pupil;
- The Designated Safeguarding Lead/Officer will notify the parents/carers of the missing pupil;
- All College Lodges will be contacted and notified of the missing pupil.

2.7. In all circumstances, including once the pupil has been found, the College will cooperate fully with any Police investigation, any safeguarding investigation by Social Services and conduct its own internal review of the incidents and events leading up to it. A full record of all activities undertaken up to the stage at which the child was found will be made for an incident report. If appropriate, procedures will be adjusted.

Policy Owner: Head of Access

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