

Lost Child Policy



In the unlikely event of a child going missing, it is important that one person takes responsibility for the situation and the rest of the team must respond to this person and their commands.

1. Confirm who is missing by taking the register and identifying the child who has not arrived. Establish when and where the child was last seen by speaking with staff, teachers, or other relevant individuals.
2. The manager should immediately attempt to contact the primary contact listed on the child's records to confirm the child's whereabouts.
3. If the primary contact cannot be reached, the manager must then attempt to contact the secondary contact without delay.
4. If both the primary and secondary contacts are unreachable, the emergency contact listed on the child's file should be contacted immediately.
5. Double check headcount/Roll call.
6. Raise the alarm with the Camp Director, Early Years Manager and any other staff member to help with the search.
7. This search has to be carefully and calmly organised and controlled. It is well worth taking some time for one person to properly organise and brief the searchers.
8. Gather children in one central location (large hall or playground).
9. Leading staff member stays with the children while other staff members search.
10. Ensure that the remaining children are sufficiently supervised and secure with regard to ratios.
11. Areas of the premises are to be checked thoroughly and systematically. Initial areas to be checked are:

- Hall 1
- Hall 2 *location specific
- Studio *location specific
- Field *location specific
- Playground
- Playground 2 *location specific
- Swimming pool *location specific
- Play areas outside classrooms
- Office
- Year 6 classrooms and bathrooms
- Year 5 classrooms and bathrooms

- Year 4 classrooms and bathrooms
- Year 3 classrooms and bathrooms
- Year 2 classrooms and bathrooms
- Year 1 classrooms and bathrooms
- Year R classrooms and bathrooms
- Early Years Classrooms if different from reception classrooms.
- Sheds and outbuilding *location specific
- Cloakrooms
- DT Room *location specific
- Music Room *location specific
- Library
- Remaining corridors
- Kitchen
- Car park

Then check all other areas.

12. If the child has been missing for more than 15 minutes contact the local police 999 giving details of the child and of the search thus far. Try to contact the parents at this time as well; parents are to be made aware of the situation whether quickly resolved or not.

13. Alert Ofsted if this incident has required the intervention of police.

14. Incident report form to be completed.

Remember if you have alerted local police or other authorities, to remain in contact with their efforts and to inform all of them, immediately, when the child is found.

Reviewed 14/09/2026

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