

## **Missing child incident procedure:**

### **Assemble all children**

Conduct register to ascertain missing child. Check to see if child was signed out. Confirm the child is missing – ask staff/children for information on where the child was last seen. Notify all senior staff members immediately. Ensure all children are kept calm in an enclosed, safe space.



### **Lock down site**

Lock gates and external exits where possible. Inform school and teachers and request assistance. Begin check of premises (toilets, car parks, exits, nearby rooms). At least one member of staff should stay with group to ensure safety of remaining children. Keep communication between search groups and base location



### **Lead Coach call parent then police (5 – 10minutes)**

If the child is not located quickly, the Lead Coach must call parent carer to inform and gather information. Call 999 and report the child as missing to the police. Give any extra information (eg behaviours, awareness of location). Provide a description of the child, age, clothing, where they were last seen, any known vulnerabilities or medical needs, details of any known risks (roads, water nearby etc). Provide contact details for senior staff member



### **Expand search (while waiting for emergency services)**

Continue searching within a wider radius whilst ensuring there is a designated point of contact at original location. Check nearby businesses, buildings, public spaces. Ensure children still in care are monitored and safety is not compromised



### **Safeguarding and Reporting**

Complete an Incident Report From immediately. Report to Extra-Curricular Manager, school, Safeguarding Lead, LADO. Provide school with a copy. Original to be kept in office

Designated Safeguarding Officer: Leanne Selman; Deputy Safeguarding Officer: Frankie Hazeldine