

## **Missing children and young people at activity club, day course or toddler clubs: procedure and flow chart**

### **Procedure:**

If a child goes missing during an activity club or day course, Dukes Barn will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents, if not on site, to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

# Lost Child Policy

## Missing children and young people at activity club, day course or toddler clubs: procedure and flow chart

### Process flowchart:

If a young person or child appears missing during an activity club or day course, the flow chart below identifies the process to be followed. The young person may be assisting or taking part with the activity, the process will be the same.

