



Missing Child Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Emergency Contact Number: 07555 539376

Emergency Backup (Westminster MASH): 020 7641 4000

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Purpose

Kids Adventure Days is committed to ensuring the safety, welfare, and well-being of every child in our care. This procedure sets out the preventative measures we take to minimise the risk of a child going missing and the actions staff must follow immediately if a child cannot be located.

Scope

This procedure applies to:

- All staff, volunteers, and contractors
- All children attending Kids Adventure Days sessions

It covers all settings and situations, including indoor and outdoor areas, and the school premises, playgrounds, and any transitions between locations.

Prevention Measures

To reduce the risk of a child going missing, staff must:

- Complete a register at the start of every session

- Carry out regular headcounts throughout the session
- Conduct additional headcounts during transitions (e.g. moving between rooms or outdoor areas)
- Maintain appropriate staff-to-child ratios at all times
- Supervise children closely, particularly near exits and access points
- Position staff strategically to monitor all areas effectively
- Ensure doors, gates, and exits are secure where applicable
- Remain vigilant and aware of children's whereabouts at all times
- Preventing a missing child incident is a shared responsibility across the team.

Handover Vigilance: During the transition from school classrooms to the after-school club, staff will maintain a "live" register, immediately cross-referencing school attendance with our daily bookings

Immediate Actions if a Child Is Missing

If a child cannot be located, staff must act immediately and calmly:

- Stop the activity and gather the remaining children together
- Carry out a rapid search of the immediate area
- Check all rooms, toilets, cupboards, outdoor areas, and common hiding places
- Check exits, gates, and access points
- Establish when and where the child was last seen
- Ensure at least one staff member remains with the group to maintain supervision
- The initial response must be swift, coordinated, and calm.

Escalation After 10 Minutes

If the child has not been found within 10 minutes, or sooner if there is an immediate risk, staff must:

- Contact the police immediately
- Inform the designated manager
- Contact the child's parent or carer
- Staff should continue searching while awaiting the arrival of the police and parents/carers.

Police Information Pack:

When calling 999, staff must be ready to provide:

- The child's full name and a recent photo from our digital records.
- A description of what the child is wearing today.
- The exact time and location they were last seen.

- Any specific vulnerabilities (e.g., medical needs or lack of road safety awareness).

Suspicion of Abduction or Immediate Danger

If there is any concern that the child may be at immediate risk or has been taken Intentionally (for example, near roads, water, or unfamiliar individuals), staff must:

- Call the police immediately
- Secure exits where possible
- Note descriptions of any suspicious individuals or vehicles
- Inform the designated manager without delay

Communication During the Incident

To ensure a calm and effective response:

- Staff must communicate clearly and calmly with each other
- Updates must be shared with the designated manager as soon as possible
- Staff must avoid causing panic among children
- One staff member must remain with the group at all times

After the Child Is Found

Once the child is located:

- Reassure the child and check for injuries or signs of distress
- Inform parents/carers and the police immediately
- Provide reassurance and support to other children who may be upset
- Ensure staff involved are supported appropriately
- The child's physical and emotional well-being is the priority.

Reporting and Review

Following any missing child incident:

- A full Incident Record must be completed
- The designated manager will review the incident
- Relevant policies and procedures will be evaluated
- Any necessary changes will be implemented to prevent recurrence

Where required, Ofsted and/or the Local Authority will be notified in line with statutory Requirements.

Statutory Notification: Ofsted must be notified of any missing child incident involving police contact or serious risk as soon as reasonably practicable, and always within 14 days of the occurrence. This report must be submitted via the Ofsted online notification service.

Maintaining Routine

Throughout the incident, staff must maintain normal routines for the remaining children wherever possible to provide reassurance, stability, and calm.

Related Policies

This procedure should be read in conjunction with:

- Safeguarding Policy
- Supervision Policy
- Arrival and Collection Policy
- Health and Safety Policy

Local Contacts:

Westminster MASH: 020 7641 4000

Emergency Duty Team (Out of Hours): 020 7641 2388