

Review schedule	Every 3 years
Last review	July 2026
Next review due	July 2029
Owner	Karen Martin

Children's safety is always maintained as the highest priority, both on and off the premises. This policy should be read alongside SELFA's Safeguarding Policy and Risk Assessment procedures.

In the unlikely event of a child going missing from SELFA the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the setting will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout this time.
- The Activity Leader will carry out a second search of the area
- If the child has still not been accounted for, the Activity Leader will contact the police immediately.
- The Activity Leader will also contact the parents/carers of the missing child.
- The Activity Leader will contact the DSL at SELFA, who will support decision-making, safeguarding actions and liaison with relevant agencies.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- The Activity Leader will meet the police and parents/carers.
- The Activity Leader will then await instructions from the police.
- Any incident will be recorded in writing as soon as possible, including the timeline of events, search areas checked, staff involved, people and agencies contacted, advice received, actions taken, outcome and any follow-up required.
- When the child is found, staff will check the child's welfare, seek medical assistance if required, reassure the child, inform parents/carers and relevant staff, and follow police or safeguarding advice where applicable.
- A debrief will be held with staff and, where appropriate, parents/carers to review the incident, update risk assessments and identify any learning or changes needed to reduce the risk of recurrence.

- Ofsted will be notified where the incident is a serious childcare incident, a significant event, or may affect the safety of children or the suitability of people connected with the setting. Notification will be made as soon as possible and always within 14 days.

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- As soon as it is noticed that a child is missing staff on the outing ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray.
- One staff member will immediately undertake a thorough search of the immediate vicinity, while other staff keep the remaining children together, supervised and calm.
- Phone 999 and provide your name, location, the child's name and description, SELFA's name, and any other relevant information such as medical conditions, vulnerabilities, clothing and last known location.
- All staff to be notified as soon as possible (if not already present), and to inform venue (shop, library, museum etc)
- DSL to be made aware and go to venue/ location.
- Lead staff will contact parents/carers and the DSL, and will keep them informed of what is happening.
- Staff to return other children safely to SELFA setting when DSL arrives.
- Lead staff to wait for police/ ambulance in case of injured persons
- Staff must complete a written record of events as soon as possible, including times, search actions, headcounts, people contacted, advice received, decisions made, outcome and follow-up actions.
- When the child is found, staff will check the child's welfare, seek medical assistance if needed, reassure the child, inform parents/carers and relevant staff, and follow police or safeguarding advice where applicable.
- A debrief will be completed after the incident and the outing risk assessment will be reviewed before any similar future activity takes place.
- Ofsted will be notified where the incident is a serious childcare incident, a significant event, or may affect the safety of children or the suitability of people connected with the setting. Notification will be made as soon as possible and always within 14 days.

Revision History

Revision date:	Changed by:	Comments:
02/07/2026	Karen Martin	Reviewed – minor updates to align with Safeguarding Policy.