HARLANDS EDUCATIONAL TRUST

Missing Child Policy

Managed by:	Club Manager	**Date:** 02/09/26
Approved by:	David McKeown-Webster	
Review cycle	September 2028	
Reviewed by:		

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Aim

Harlands Explorers plans and supervises sessions to reduce the likelihood of a child becoming unaccounted for. Registers, staff awareness and repeated head counts are used whenever children arrive, leave, move between locations or take part in outdoor activities. If a child cannot be located, finding them safely becomes the immediate priority.

Actions to take

1. Notify every member of staff and identify one person, normally the Club Manager, to coordinate the response.
2. Check the register and establish when and where the child was last seen. Confirm that all other children are present and properly supervised.
3. Search the premises, toilets, outdoor areas, access routes and nearby locations methodically, without leaving the remaining group inadequately supervised.
4. Where the child has failed to arrive from school, check booking messages and cancellations, speak to the Office staff at school and confirm the child's attendance and last known location.
5. Contact the parent or carer. If they cannot be reached, use all emergency contacts and ask the school whether it holds any additional contact details that may assist.
6. If the child has not been accounted for within 10 minutes, or sooner where the circumstances indicate immediate danger, the Club Manager must contact the police.
7. Continue the search and maintain communication with the police and family. Staff searching away from the club may use personal phones for this emergency so the club phone remains available.
8. Consider additional appropriate assistance, including school staff, while preserving a normal and reassuring routine for the other children.
9. Inform the Designated Safeguarding Lead at the earliest safe opportunity and provide the police with an accurate description, clothing, relevant medical or behavioural information and the last known location.

After the child is found

The child's immediate welfare will be checked and reassurance offered. The Club Manager will record the event in the Incident Log and lead a full review of the circumstances, including supervision, registers, communication, access points and transfer arrangements. Findings and any corrective actions will be shared with the appropriate managers, family and agencies. Policies and risk assessments will be updated where required.

Key contacts

- Local Authority Safeguarding Hub (9-5): 01403229900
- Out of Hours Safeguarding: 033 022 26664 or 07711769657
- Safeguarding email: WSChildrenservices@westsussex.gov.uk
- Police: 999 in an emergency or 101 for non-emergency advice
- Ofsted: 0300 123 1231

Related documents

Safeguarding Children; Arrivals and Departures; Failure to Cancel a Booking; Risk Assessment.