



Missing Child Procedure

At Perfect Aim Archery Ltd we are always alert to the possibility that children can go missing during sessions. We request that parents alert us when their child is not able to attend a session.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing, including the host school DSL in the case of an After School Club.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

This policy was adopted by: Perfect Aim Archery Ltd	Date:04.03.26
To be reviewed: 04.03.27	Signed: <i>Carlie Maddren</i>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.73], Information for Parents and Carers [3.83]*