

EXPLORERS POLICY AND PROCEDURES

Name	Missing Child Procedure
No. of pages	1

In the unlikely event of a child going missing, Explorers would set the following procedure in motion:

1. SEARCH THE BUILDING/PREMISES

- The outside area and surrounding buildings will be thoroughly searched.

2. INFORM THE RELEVANT PARTIES

- A member of staff would contact St. Nicholas Primary School and show a photo, and ask if the child has been seen.
- If the child has not been found by this time, the child's parents/carers/guardians will be informed.
- If the child has been missing for 10 minutes, the police would be called.
- Inform the Chairperson of the Committee of the situation.

3. DOCUMENT THE INCIDENT

- Ensure that the form 'Procedure when parents/carers/guardians fail to collect a child or a child goes missing' is filled in appropriately.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor