



## Lost Child Policy and Emergency Procedure

*Reviewed: November 2021*

This policy needs to be read alongside these policies:

- Safeguarding Children
- Health & Safety
- Site Risk Assessment

### Procedure

Prior to the session a head count and register will be undertaken.

The head count will be repeated at regular intervals during the session.

The boundary areas will be established with the group.

In order to identify where children are during the session if away from the group, the Forest School leader or staff member will call '1, 2, 3 where are you?' or an alternative agreed 'call' e.g. Wolf howl.

All staff and children are to return to the group. This call will be carried out regularly to establish the whereabouts of the child/children.

If it becomes apparent that a child is missing from the site an adult will blow the emergency whistle to call the group together quickly and a head count will be taken.

If a child appears to be missing, 2 adults to stay with the group whilst the remaining staff/volunteers 'sweep' the area. The adults remaining may play some warm up games with the children to keep them occupied.

If a child is still missing after 10 minutes, an adult is to alert the Lymley Wood Director who will take steps to inform the Police, school and parents/carer of the child **IMMEDIATELY**.