

# **Camp Horizons**

## **Missing Child Procedure**

At Camp Horizons we are always alert to the possibility that children can go missing during activities. To minimise the risk of this happening staff will carry out periodic head counts, particularly when:

- The transition between activities
- Mid-way through activities
- Middle and end of breaks/lunch periods

Camp Horizons staff also conduct a register at the following points:

- Start of the day at Check-in
- After 1<sup>st</sup> Break
- Before Lunch

All children will be accounted for throughout the day. Children should only be absent from an activity if they are going to the toilets, and have permission to do so.

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

- All staff will be informed that the child is missing (staff use walkie-talkies to communicate quickly and effectively).
- Staff will conduct a thorough search of the premises and surrounding area. We will alert the school premises manager of a missing child to seek additional support in searching. The missing child's cabin will also be consulted as to where the child was last seen.
- 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.
- We will maintain as normal a routine as possible for the rest of the children at the Camp.
- The manager will liaise with the police and the child's parent or carer, as well as the school premises manager to facilitate ongoing searches.

The incident will be recorded by staff members and reviewed by the Camp Directors. 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.

### **Key numbers**

Police: 101 or 999

Social Care: 020 3373 4600 or 020 8430 2000

### **Hackney Council**

MASH  
020 8356 5500

Emergency Duty team  
020 8356 2710

### **Newham Council**

MASH

020 3373 4600

Newham Child Protection  
020 3373 4600

**Waltham Forest Council**

MASH  
020 8496 2310 / [MASHrequests@walthamforest.gov.uk](mailto:MASHrequests@walthamforest.gov.uk)

Waltham Forest Safeguarding Children Board  
07968 693 191 (Zahra Jones, Strategic Partnership Coordinator)

This policy was adopted by: Camp Horizons	Date: 11/04/2022
To be reviewed: 11/04/2023	Signed: H. Dewell