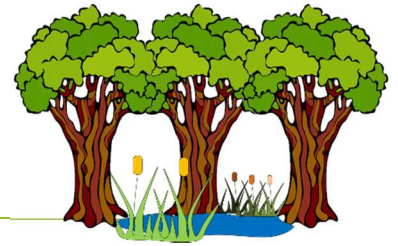


Missing Child Policy



Forest Schools' all-encompassing aim is to keep our children safe as an utmost priority at all times. This policy will be applied wherever Forest School is operating within the School grounds.

- As soon as it is discovered, that the Head Count at any particular moment, does not agree with that recorded at the start of that session, the situation will be taken very seriously. The Forest School Leader will be informed, if unaware.
- If an immediate recount still shows a shortfall, all activities will be suspended and "1, 2, 3, where are you?" will be used to rally all group members.
- One adult will be released for a five minute search of the immediate area, whilst another adult occupies the remaining children with a game/song or story. The main aim to prevent anxiety escalating amongst the children, "1, 2, 3, where are you?" will be carried out once more.
- If the five minute search does not discover the missing child/ or children, the Forest School Leader will take the group back to School, retracing the paths taken earlier. One adult will stay in the area to look, contact will be maintained by mobile phone.
- If the Group and Leader get back to the department without locating the missing child/children, and if the searching adult has not found anyone, the School Office will be notified to alert supporting games teachers on the pitches, grounds men and non-contact time staff to help in the search.
- At this point, the Head of School will be notified by the Forest School Leader as to the current situation. The Head of School may choose to alert Police and Parents.
- Forest School Staff should immediately make a record of events and timings and last known position of the child/children. These will be recorded on the Emergency Procedures sheet and logged in the Forest School incident book.