



# LOST OR MISSING PERSONS PROCEDURE

When a new attendee joins sessions we take time to explore the area and understand the boundaries. We play games using recall and animal noises/ clapping/ a whistle to encourage attendees to come back to base from multiple areas within the forest school zone. All children through walking around with adults, exploring through play, taking part in recall exercises should become familiar with their surroundings at forest school.

The group are regularly head counted by all members of staff throughout the session.

Good communication between group members means that attendees understand we are all responsible for one another which encourages children to report if they think someone may be lost.

In the event of a child becoming lost, it is the responsibility of the staff and volunteers to ensure remainder of the children have been head counted, are secure and with their leader, members of staff/teachers.

The remaining members of staff will undertake an immediate search of the Forest School area and then the other outside areas and wider perimeter.

The following steps will be taken:

- Notify Leader (K Browne) that there is a missing child
- Notify the parents of the missing child (assistant)

## Lost or Missing Persons Procedure

- If 5 minutes have passed, notify the Police that there is a missing child.
- It is the responsibility of the Forest School Leader/teacher to gather as much information about the circumstances surrounding the incident.

Version 2