



Lost Child Policy

1. Purpose

This policy sets out how Kanga Sports Ltd responds if a child goes missing while in the care of the provision.

The purpose of this policy is to:

- Safeguard children through an immediate and coordinated response
- Ensure all staff understand their roles and responsibilities
- Minimise risk and locate the child as quickly as possible
- Ensure appropriate communication with parents, police and relevant agencies

A lost child is treated as a **critical safeguarding incident**.

2. Scope

This policy applies to all Kanga provision, including:

- Breakfast clubs
- Parent-paid after-school activity clubs
- Wraparound childcare clubs
- Holiday clubs

It applies to all staff, including managers, coaches, support staff, volunteers and sub-contractors.

Kanga Sports provision does not currently include off-site activities or outings. If this changes, this policy and associated risk assessments will be reviewed and updated to include off-site procedures.

3. Definition

Lost Child

A child is considered “lost” where they were present and in the care of the provision and their whereabouts become unknown.



This is distinct from:

Absent child

Child does not attend (see Child Absence and Attendance Policy)

Missing child (non-arrival)

Child expected but does not arrive (see Emergency Missing Child Policy)

DSL (Designated Safeguarding Lead)

The member of staff with the lead responsibility for safeguarding and child protection within the organisation. The DSL provides advice and support to staff, manages safeguarding concerns, and makes referrals to external agencies where required.

DDSL (Deputy Designated Safeguarding Lead)

A trained member of staff who supports the DSL and takes on safeguarding responsibilities in their absence. The DDSL has the same level of training and authority to act as the DSL when required.

4. Immediate Actions

As soon as a child is identified as “lost”, staff must act immediately:

1. Raise the alarm

- The staff member must alert the club Manager and Kanga DSL immediately
- All staff at the club must be informed without delay
- Where possible, inform staff at school to help with the search (see action step 4)
- Inform the Managing Director as soon as practically possible

2. Allocate roles

- Supervising remaining children
- Communicating with senior staff (not always on site), parents/carers and police
- Searching

3. Secure the group

- Remaining children must be kept safe and supervised
- Staff must not leave children unsupervised



4. Check records

- Confirm attendance register
- Identify when and where the child was last seen
- Identify which staff were responsible for the child

Checking of records should be done simultaneously with step 4 below, and the immediate search should not be delayed.

5. Immediate search

- At least one staff member to conduct a thorough and systematic search of:
 - Indoor areas
 - Outdoor areas
 - Toilets, cupboards, and any hidden or enclosed spaces
- Staff must also check:
 - All exits, gates and boundaries
 - Whether doors or gates have been left open, unlocked or tampered with
- Where possible, ask school staff to help conduct the search

Purpose of checks:

These checks help determine whether the child is likely to still be on site or may have left the premises.

- If all boundaries are secure, the child is more likely to still be within the setting
- If there is evidence of an open gate, door or breach of security, this increases the likelihood that the child has left the premises and requires urgent escalation

5. Escalation

If the child is not located following an immediate search, or there is evidence that the child may have left the premises, the DSL/DDSL will assess risk and determine appropriate next steps.

Contact police (999) immediately where:

- The child cannot be located after an immediate and thorough search



- There is any indication the child may have left the premises (e.g. open gate, breach of security)
- The child's whereabouts cannot be established and there is concern for their safety or wellbeing
- The child is very young or vulnerable
- There are concerns about abduction or unauthorised collection
- The child cannot be accounted for and their whereabouts remain unknown

Emergency contact:

- Police: **999**

Contact parents/carers

- Parents/carers must be informed as soon as possible
- Provide clear and factual information
- Keep them updated throughout

Internal escalation

- The DSL/DDSL must be informed immediately (if not already leading)
- The Managing Director must be informed as soon as practically possible
- For breakfast clubs, after school clubs or wraparound care clubs inform the school staff as soon as possible
- For holiday clubs, inform any staff onsite at the host site

External Notifications

The DSL/DDSL will assess whether the incident raises any safeguarding concerns and consider whether a referral to the Integrated Front Door (IFD) / Children's Social Care is required in line with local safeguarding procedures.

The DSL/DDSL will notify Ofsted of any serious incident, including a lost child, without delay and in line with statutory requirements. This is completed via the Ofsted online notification system.

All actions must be taken in line with the Safeguarding, Prevent Duty and Child Protection Policy.



6. Ongoing Actions

Where the child's whereabouts cannot be established and there is concern for their safety or wellbeing, escalation must continue while waiting for police or further support:

- Continue searching the immediate and surrounding area
- Liaise with school staff (breakfast clubs, after school clubs or wraparound care clubs)
- Liaise with staff at host site (holiday clubs)
- Liaise with parents/carers
- Gather information for police:
 - Child's name, age, description
 - Clothing worn
 - Last known location and time
 - Known vulnerabilities

7. Recording and Reporting

All incidents must be fully recorded, including:

- Time the child was identified "lost"
- Last known location and circumstances
- Actions taken and by whom
- Time police and parents were contacted
- Outcome of the incident

Records must be:

- Factual and time-stamped
- Stored securely
- Shared in line with safeguarding and data protection guidance
- Where a notification to Ofsted is made, this must be recorded, including the date, time and person responsible for submitting the notification.

8. Managing the Situation

Staff must:

- Remain calm and act promptly
- Reassure other children and maintain normal routines where possible
- Avoid discussing the incident in front of children



Parents/carers must be:

- Treated with sensitivity and transparency
- Kept informed of actions taken

9. After the Incident

Following the incident:

- A full review must be carried out by the Managing Director, DSL and Club Manager
- Risk assessments and procedures must be reviewed
- Any required actions or improvements must be implemented
- Staff may receive additional training or support where needed

Where appropriate, the DSL/DDSL will:

- Notify Ofsted of the incident in line with statutory requirements
- Consider whether a referral to the Integrated Front Door (IFD) / Children's Social Care is required
- Follow local safeguarding procedures and guidance

10. Related Policies

This policy should be read alongside:

- Safeguarding, Prevent Duty and Child Protection Policy
- Child Absence and Attendance Policy
- Emergency Missing Child (Non-Arrival) Policy
- Data Protection Policy

11. Review

Written by: Sian Wysocki - Managing Director

Approved by: Board of Directors

Date: 30.03.26

Review Date: March 2027

This policy will be reviewed annually or sooner if there are changes to legislation, guidance or local safeguarding procedures.