



PROCEDURE IF A CHILD IS SUSPECTED LOST

Please also refer to Child Protection Policy

- Group Leader/Specialist informs a senior member of staff in the office as soon as they suspect that this might be the case.
- The senior member of staff (if not G.Baily) must inform G.Baily straight away so that he can coordinate a plan of action (07968 258865)

PLAN OF ACTION

Get as much information from Group Leader/specialist as to where the child was last seen, and at what time, and a possible reason for the child getting lost.

Group Leader/specialist may suggest a possible area to search for child. If the child frequents a 'usual' toilet, these should be checked immediately. Baseroom must also be thoroughly checked.

G.Baily will then call all groups back to their baserooms for a register check, co-ordinating this using the radio system, and Austin Fuller and Jessica Brooker. This can be done on foot or on bike.

Using the radio system, a member of staff will sweep the baserooms, making sure that all children are present, and that the lost child has not joined another group. Meanwhile – a.n.other member of staff (most probably a specialist) can start a generalised search of the campus.

With G.Baily co-ordinating, a thorough search of the campus must take place and results of each area relayed back to G.Baily via radio or runners. All groups must stay in Baseroom until given further notice. Obviously specialists will form the basis of the search party.

When we have exhausted all areas of camp, parents will be contacted and police notified. We hope that we are able to give as much detail as possible to both parents and police alike.