DUCKS
KINDERGARTEN & INFANTS' SCHOOL

DUCKS MISSING CHILD POLICY (OUTINGS)

Prior to each and every trip a risk assessment is carried out which includes a risk assessment of the staff to child ratio for the individual trip. This ratio will depend on the type of trip, age of children and circumstances that might influence the number of adults needed.

Regular headcounts are carried out on the children throughout the day. In order to avoid the unlikely event of a child going missing whilst on an outing, the following procedures are in place:

- Prior to any trip, the children will be reminded if they are lost, they are to **stop, look and listen** so that an adult can find them.
- Children wear wristbands with the DUCKS telephone number on it.
- Children wear Hi-Vis and DUCKS uniform.
- Staff mobile phones are used on outings.
- Adults each have responsibility for named children.

If a child/children goes missing:

- the Educational Visits Leader (EVL) and all adults accompanying the trip will be informed immediately;
- an immediate thorough search of the area will be carried out, ensuring that all other children remain supervised throughout;
- if appropriate, on-site security will also be informed and a description of the child/children given;
- in the event of a child not being found within 15 minutes, the EVL will immediately inform the police;
- if a child is missing for any longer than 15 minutes the EVL will inform DUCKS, who will contact the child's parents/carers giving details of what has happened and notify the Head of DUCKS and the College's Designated Safeguarding Lead;
- only the EVL or the Head of DUCKS will communicate with the parents/carers;
- the Head, Deputy Head or relevant member of staff will remain at the scene whilst others return to DUCKS with the children. This member of staff will continue searching for the child/children;
- the remaining member of staff will meet the police and parents/carers when they arrive at a designated point;
- if a child is found within 15 minutes of being missing, then the parents/carers will be informed of the incident on the return from the trip;

- any incidents where the child has been lost for any length of time on a trip must be reported to the Head of DUCKS as soon as possible and recorded on isams and as a “Near Miss” on Evolve;
- Southwark Social Services will be contacted and informed of any incidents involving outside agencies; within 24 hours;
- with incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience.

The Head of DUCKS, or the person taking charge, must always keep in mind, and act upon, the primary principle laid down in the Children Act – **the welfare of the child is paramount.**

Policy Owner:	Head of DUCKS
Last Reviewed:	May 2026
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