



MISSING CHILD & UNAUTHORISED ABSENCE POLICY

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Related Policies and Procedures

This policy should be read alongside:

- Safeguarding and Child Protection Policy;
- Safeguarding Adults at Risk Policy;
- Health and Safety Policy;
- Risk Assessment Policy;
- Safe Practice and Training Standards Policy;
- Special Educational Needs, Disabilities and Inclusion Policy;
- Trauma-Informed Coaching Policy;
- Behaviour Management Policy;
- Anti-Bullying and Respect Policy;
- Parent, Carer and Family Communication Policy;
- Travel, Transport and Residential Trips Policy;
- First Aid and Medication Policy;
- Accident and Incident Reporting Procedure;
- Late Collection Procedure;
- Emergency and Business Continuity Procedures;
- Data Protection Policy;
- Staff and Instructor Code of Conduct;
- Parent and Carer Code of Conduct; and
- Student Code of Conduct.

Contents

1. Purpose
2. Scope
3. Policy Principles
4. Legal and Guidance Framework
5. Definitions
6. When KRMA Responsibility Begins and Ends
7. Roles and Responsibilities
8. Prevention and Supervision
9. Attendance and Handover Controls
10. Individual Missing-Child Risk Plans
11. Immediate Response to a Missing Child
12. Immediate Risk Assessment and Police Escalation
13. Coordinated Search Procedure
14. Unauthorised Departure and Maintaining Visual Contact
15. Physical Intervention
16. Communication with Parents and Carers
17. External Venues, Competitions and Public Events
18. Travel and Transport
19. Residential and International Trips
20. SENDI, Medical Needs and Emotional Distress
21. Suspected Abduction, Exploitation or Criminal Activity
22. Communication, Confidentiality and Social Media
23. When the Child Is Found
24. Safeguarding Response and Return Conversation

25. Reporting, Review and Support

26. Training, Monitoring and Policy Approval



1. Purpose

Koku-Ryu Martial Arts, referred to throughout this policy as “KRMA”, is committed to protecting every child placed under its supervision.

A child becoming missing, leaving an activity without permission or being unexpectedly unaccounted for must always be treated seriously.

The purpose of this policy is to establish clear arrangements for:

- preventing children from becoming missing;
- identifying immediately when a child is unaccounted for;
- assessing the level of risk;
- coordinating an effective search;
- protecting the remaining children;
- contacting parents, carers and emergency services;
- responding to an intentional or distressed departure;
- supporting children with additional needs;
- managing incidents during travel, events and residential trips;
- recording actions and decisions;
- considering wider safeguarding concerns; and
- reducing the likelihood of recurrence.

The policy replaces the previous use of the term “**absconsion**” with “**unauthorised absence**” or “**leaving without permission.**”

This language recognises that a child may leave because they are:

- frightened;
- overwhelmed;
- distressed;
- confused;
- dysregulated;
- experiencing sensory overload;

- seeking a parent or familiar person;
- responding to bullying;
- attempting to escape a perceived threat;
- experiencing a mental-health crisis; or
- unable to communicate what they need.

The behaviour must not automatically be regarded as deliberate defiance or misconduct.

The immediate priority is always to locate the child and protect their welfare.



2. Scope

This policy applies to all children under the age of 18 who participate in any activity organised, supervised or controlled by KRMA.

It applies across:

- regular martial arts classes;
- private lessons;
- gradings;
- examinations;
- competitions;
- demonstrations;
- seminars;
- workshops;
- squad training;
- school and community programmes;
- holiday activities;
- outdoor activities;
- public events;
- trips;
- KRMA-arranged transport;
- residential activities;
- overnight stays;
- international travel;
- online activities where a related welfare concern arises; and
- any other activity delivered under the KRMA name.

It applies at:

- KRMA's full-time premises;

- leisure centres;
- schools;
- community halls;
- sports centres;
- competition venues;
- hotels;
- residential centres;
- public spaces;
- outdoor sites;
- transport terminals;
- service stations;
- temporary venues; and
- any location used for a KRMA activity.

This policy applies to:

- the CEO and Chief Instructor;
- the Designated Safeguarding Lead;
- deputy safeguarding leads;
- instructors;
- assistant instructors;
- junior instructors;
- employees;
- volunteers;
- reception and administration staff;
- trip leaders;
- drivers;

- passenger supervisors;
- event staff acting for KRMA;
- contractors where relevant; and
- any adult temporarily responsible for children on KRMA's behalf.

Junior instructors under 18 remain children for safeguarding purposes. They may assist with appropriate tasks but must not be given sole responsibility for managing a missing-child incident.

2.1 Adults at risk

Although this policy primarily concerns children, similar emergency principles may be used where an adult at risk becomes missing or unexpectedly leaves an activity.

Any such incident must also be managed under KRMA's Safeguarding Adults at Risk Policy, taking account of:

- the adult's capacity;
- their right to make decisions;
- known care and support needs;
- immediate danger;
- medical vulnerability; and
- any existing safeguarding plan.

3. Policy Principles

3.1 The child's welfare comes first

All decisions must be based upon the child's immediate safety and best interests.

Protecting:

- the organisation's reputation;
- the class timetable;
- an event schedule;
- convenience;
- embarrassment; or
- fear of criticism

must never delay appropriate action.

3.2 There is no fixed waiting period

KRMA will not use an automatic five-minute, ten-minute or 24-hour waiting period before contacting the police.

The timing of police contact must be based upon the circumstances and level of risk.

Humberside Police states that a person can be reported missing immediately where there is concern for their safety. It advises calling **999** where the missing person is in immediate danger, is a young child or is vulnerable to harm. Lower-risk cases may be reported through **101** or the police's online reporting service.

Where immediate danger is possible, searching, contacting parents and calling emergency services may need to occur simultaneously.

3.3 Risk must be assessed immediately

The response must take account of factors including:

- the child's age;
- maturity;

- disability;
- communication ability;
- medical needs;
- emotional state;
- weather;
- clothing;
- time of day;
- location;
- environmental hazards;
- the length of time unaccounted for;
- whether the child remains visible;
- whether the departure appeared intentional;
- previous missing incidents;
- exploitation concerns;
- self-harm risk;
- possible abduction;
- access to transport; and
- any known safeguarding concern.

A single serious risk factor may justify an immediate emergency response.

3.4 The remaining children must remain safe

A search must not create a second safeguarding emergency.

The children remaining in the activity must:

- continue to be supervised;
- be kept appropriately informed;
- be protected from distress where possible;

- not be sent to search alone;
- not be left with an unsuitable adult; and
- not be abandoned while staff pursue the missing child.

Current Department for Education guidance states that where a provider is caring for several children, the other children must not be left unattended while someone searches for a missing child.

3.5 The response must be coordinated

One suitable adult should take control as the **Missing Child Incident Lead**.

This prevents:

- duplicated searches;
- conflicting instructions;
- several adults making separate police calls;
- inaccurate information being shared;
- areas being missed;
- assumptions that somebody else has acted; and
- loss of an accurate timeline.

3.6 Parents will normally be involved promptly

Parents and carers will normally be contacted quickly to:

- confirm whether the child has been collected;
- establish whether the child has contacted them;
- obtain likely locations or relevant information;
- discuss previous behaviour;
- support the search; and
- receive updates.

However, KRMA does not require parental permission to contact the police or another safeguarding agency where a child may be at risk.

Police contact must not be delayed merely because a parent:

- cannot be reached;
- has not yet arrived;
- disagrees with contacting the police; or
- believes the child will return independently,

where KRMA reasonably considers that the child may be in danger.

3.7 Going missing is not automatically misconduct

A child must not be treated as being “in trouble” merely because they became missing or left an activity.

Police guidance emphasises that going missing is not itself an offence and that the first concern is the missing person’s wellbeing.

There may later be a need to address unsafe behaviour, but this must not:

- prevent disclosure;
- lead to humiliation;
- discourage the child from returning;
- ignore additional needs;
- overlook safeguarding concerns; or
- replace an assessment of why the incident occurred.

3.8 Information will be shared appropriately

Information may be shared with:

- police;
- parents or carers;
- the Designated Safeguarding Lead;
- children’s social care;
- healthcare professionals;
- venue management;
- transport providers;

- schools;
- social workers; or
- another relevant safeguarding agency

where this is necessary and lawful to protect the child.

Information must not be circulated more widely than required.

3.9 Every incident must be reviewed

Even where a child is located quickly and unharmed, KRMA must consider:

- how the child became unaccounted for;
- whether supervision failed;
- whether procedures were followed;
- whether the child was distressed or unsafe;
- whether additional support is needed;
- whether safeguarding action is required; and
- what must change to prevent recurrence.



4. Legal and Guidance Framework

This policy has been developed with regard to relevant law and guidance applicable in England, including:

- Children Act 1989;
- Children Act 2004;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Occupiers' Liability Act 1957;
- Equality Act 2010;
- Human Rights Act 1998;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- Working Together to Safeguard Children 2026;
- Department for Education safeguarding guidance for out-of-school settings;
- College of Policing Authorised Professional Practice relating to missing persons;
- local safeguarding partnership procedures;
- Humberside Police missing-person reporting guidance; and
- relevant fire safety, first aid and premises requirements.

The Department for Education's current out-of-school safeguarding guidance was updated in February 2026. It applies to community activities, sports training and martial arts providers, and includes specific recommendations concerning attendance registers, emergency contacts and missing-child procedures.

Working Together to Safeguard Children 2026 applies to organisations with functions relating to children and expressly includes sports clubs and organisations.

College of Policing guidance states that going missing should be treated as a possible indicator that an individual is at risk of harm and that the assessment should be based on the current circumstances rather than a mechanical scoring process or previous assumptions.

This policy does not require KRMA staff to make a formal police risk classification. Staff must provide the police with accurate information and follow police instructions once a report has been made.



5. Definitions

5.1 Child

A child is anyone who has not yet reached their 18th birthday.

A student's maturity, size, belt grade, employment status or position as a Junior Instructor does not alter their status as a child.

5.2 Missing child

A missing child is a child whose whereabouts cannot be established when they are expected to be under KRMA's care or supervision.

This includes a child who:

- was recorded as present but cannot be located;
- becomes separated from a group;
- disappears during a transition;
- fails to arrive at an agreed meeting point;
- leaves a vehicle or venue unexpectedly;
- is missing from allocated accommodation;
- does not return from permitted free time;
- becomes lost in a public location; or
- is believed to have left with another person without authorisation.

A child does not have to be absent for a minimum period before being treated as missing.

5.3 Unauthorised absence

An unauthorised absence occurs where a child intentionally or apparently intentionally:

- leaves a supervised area;
- leaves a class;
- leaves a venue;
- separates from the group;

- fails to return;
- boards or leaves transport without permission; or
- ignores an agreed boundary

without authorisation from the responsible adult.

The child's approximate location may initially be known.

An unauthorised absence can become a missing-child emergency immediately if:

- visual contact is lost;
- the child enters a dangerous area;
- the child is particularly vulnerable;
- there is suspected exploitation or abduction;
- the child is distressed;
- there is a risk of self-harm;
- the child enters traffic;
- weather creates danger; or
- staff cannot safely follow.

5.4 Leaving without permission

“Leaving without permission” is the child-centred term KRMA will normally use when discussing an intentional or apparently intentional departure.

It describes what occurred without making assumptions about:

- motive;
- blame;
- mental state;
- additional needs; or
- whether the child understood the risk.

5.5 Expected but not received

This applies where a child was expected to attend but KRMA cannot confirm that they were formally handed into its care.

Examples include:

- a parent believing the child entered the building;
- a child being dropped outside;
- a child travelling independently but not arriving;
- a child being booked into a session but never registered as present; or
- responsibility between two organisations being unclear.

KRMA's legal and practical responsibility may differ from a child who was confirmed present. However, any credible concern about the child's safety must still be acted upon promptly.

5.6 Child not collected

A child who remains safely supervised by KRMA after the expected collection time is not normally classified as missing.

This situation should be managed under the Late Collection Procedure unless:

- the parent or carer is also missing;
- the child leaves while waiting;
- the collection circumstances become unsafe;
- staff suspect abandonment;
- safeguarding concerns arise; or
- the child's whereabouts become unknown.

5.7 Suspected abduction or unlawful removal

This means a child may have been:

- taken by force;
- enticed away;
- removed by an unauthorised adult;
- removed contrary to a known court order;

- taken by someone posing as an authorised collector; or
- transported away under suspicious circumstances.

Suspected abduction or unlawful removal requires an immediate **999** response.

Staff must not place themselves or other children in danger by physically confronting a potentially dangerous person.

5.8 Missing Child Incident Lead

The Missing Child Incident Lead is the adult appointed to coordinate KRMA's response.

This will normally be:

- the most senior authorised instructor present;
- the trip leader;
- the Designated Safeguarding Lead;
- the event lead; or
- another suitable person specifically appointed.

The role may transfer when a more appropriate senior person arrives, but this must be communicated clearly.

5.9 Last confirmed sighting

The last confirmed sighting is the most recent reliable occasion on which the child was definitely:

- seen;
- spoken to;
- registered;
- handed over;
- recorded on verified CCTV; or
- otherwise known to be at a particular location.

Assumptions, rumours or unverified messages must not be recorded as confirmed sightings.

5.10 High-risk environment

A high-risk environment may include proximity to:

- moving traffic;
- railway lines;
- rivers, canals or open water;
- construction areas;
- industrial premises;
- isolated woodland;
- crowds;
- extreme heat or cold;
- darkness;
- unsafe adults;
- unfamiliar public transport;
- weapons;
- drugs or alcohol;
- unsecured machinery; or
- another significant hazard.



6. When KRMA Responsibility Begins and Ends

Clear transfer of responsibility is essential to preventing children from becoming missing.

6.1 Beginning of responsibility

KRMA's direct supervisory responsibility normally begins when:

- the child has been handed to an authorised KRMA representative;
- an authorised adult has acknowledged the child's arrival;
- the child has entered the designated supervised area and been registered;
- the child is collected through KRMA-arranged transport;
- responsibility is formally transferred by another organisation; or
- another agreed handover takes place.

A child being:

- booked onto a class;
- listed on a register;
- dropped somewhere near the venue;
- left in a car park;
- told to enter independently; or
- seen outside the building

does not automatically confirm that KRMA has received them into its care.

However, staff must not ignore a credible report that a child expected to attend may be missing or unsafe.

6.2 Arrival arrangements

Parents and carers should ensure that younger children are handed directly to an appropriate KRMA representative.

Parents must not assume responsibility has transferred merely because:

- the venue door is open;

- other families are present;
- a previous class is taking place;
- an instructor's vehicle is outside;
- the child has entered the building; or
- the child says they can manage independently.

Where a child is permitted to arrive independently, this must be appropriate for their:

- age;
- maturity;
- route;
- arrival time;
- venue;
- additional needs; and
- family arrangements.

6.3 Responsibility during an activity

Once KRMA has accepted responsibility, the child must remain within:

- the supervised activity area;
- an agreed waiting area;
- an approved toilet or changing arrangement;
- a supervised transport arrangement;
- an authorised free-time area; or
- another clearly communicated boundary.

Responsibility may be shared with a venue or event organiser, but this must not be assumed.

The KRMA lead must understand:

- who is supervising;

- where the child may go;
- when responsibility transfers;
- who records attendance; and
- how missing-child concerns will be coordinated.

6.4 End of responsibility

KRMA's direct responsibility normally ends when:

- the child is handed to an authorised collector;
- the child leaves independently under a recorded agreement;
- responsibility is formally transferred to another approved organisation;
- the child is returned to their parent or carer;
- the child leaves with their own parent from an event under an agreed arrangement; or
- another clear and authorised handover occurs.

6.5 Early departure

A child leaving before the scheduled end of an activity must be:

- signed out or otherwise recorded;
- released to an authorised adult;
- removed from the active register;
- communicated to the lead instructor; and
- included in any updated head count.

The time of departure and collector should be recorded where appropriate.

6.6 Independent departure

An older child may be permitted to leave independently where:

- clear parental permission has been recorded;
- the arrangement is considered appropriate;
- the child understands the arrangement;

- the route and time are suitable;
- no safeguarding restriction applies; and
- KRMA knows when responsibility ends.

General permission to leave an ordinary class independently does not automatically cover:

- unfamiliar venues;
- competitions;
- late-night events;
- residential trips;
- travel abroad;
- unexpected venue changes; or
- emergency relocation.

6.7 Unclear handover

Where it is unclear whether responsibility has transferred, staff must act cautiously.

The child should remain supervised until the position is confirmed.

Staff must not release a child merely because:

- the adult knows the child;
- the child recognises the adult;
- another parent says the arrangement is acceptable;
- the adult claims the parent agreed; or
- the child wishes to leave.

7. Roles and Responsibilities

7.1 CEO and Chief Instructor

The CEO and Chief Instructor is responsible for:

- approving this policy;
- ensuring suitable organisational arrangements are established;
- providing sufficient resources where reasonably practicable;
- ensuring serious incidents are reviewed;
- considering insurance or legal notification;
- authorising major operational changes; and
- ensuring identified learning is implemented.

7.2 Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- provide safeguarding oversight;
- advise during or following an incident;
- assess whether the disappearance indicates possible harm;
- support communication with statutory agencies;
- consider referrals to children's social care;
- preserve safeguarding information;
- ensure allegations or disclosures are handled correctly;
- advise on parental communication where risk is present;
- review repeated incidents;
- support individual missing-child plans; and
- maintain appropriate safeguarding records.

The DSL does not need to be physically present before staff call the police or take emergency action.

Immediate danger must be addressed without waiting for authorisation.

7.3 Deputy Designated Safeguarding Lead

The Deputy DSL will act where:

- the DSL is unavailable;
- the DSL is directly involved;
- responsibility is delegated;
- additional safeguarding support is required; or
- the circumstances require senior management involvement.

7.4 Missing Child Incident Lead

The Incident Lead must:

- assume clear control;
- confirm the child's identity;
- verify the attendance record;
- establish the last confirmed sighting;
- assess immediate risk;
- allocate search areas;
- maintain supervision of the remaining group;
- decide whether emergency services must be contacted;
- coordinate parent communication;
- liaise with the venue;
- maintain an incident log;
- prevent uncoordinated public communication;
- provide accurate information to police;
- follow police instructions; and
- confirm formally when the incident has concluded.

The Incident Lead should not personally undertake every task.

They must retain an overview and delegate clearly.

7.5 Lead instructor or activity leader

The lead instructor must:

- know which children are present;
- maintain adequate supervision;
- understand venue boundaries;
- ensure arrivals and departures are recorded;
- identify who would become Incident Lead;
- ensure staff understand the procedure;
- report concerns immediately;
- preserve the safety of the wider group; and
- cooperate with any review.

7.6 Instructors, employees and volunteers

All adults working for KRMA must:

- remain alert to children leaving supervised areas;
- challenge unknown or unauthorised collection appropriately;
- report a missing child immediately;
- follow the Incident Lead's instructions;
- search only assigned areas;
- report findings promptly;
- avoid spreading unverified information;
- preserve evidence;
- not post on social media;
- continue supervising children where assigned;
- record what they saw or did; and

- report any safeguarding concern to the DSL.

No staff member should assume that:

- the child is with another instructor;
- the child has gone to the toilet;
- the parent has collected them;
- the child has gone home;
- somebody else has checked; or
- the child will return independently

without obtaining confirmation.

7.7 Junior instructors

Junior instructors may:

- alert an adult;
- provide factual information;
- help reassure the remaining group;
- remain with an assigned supervised group; or
- identify where they last saw the child.

Junior instructors must not:

- lead the incident;
- leave the venue to search alone;
- contact police on KRMA's behalf unless directed in an emergency;
- confront an unknown adult;
- access confidential records;
- drive or transport the child;
- undertake physical intervention; or
- be left responsible for the remaining class.

7.8 Reception and administration staff

Reception or administration staff may be asked to:

- check attendance systems;
- verify sign-in and sign-out information;
- contact parents;
- monitor entrances;
- review authorised CCTV where available;
- provide a recent photograph;
- obtain emergency contacts;
- record incoming information;
- prevent inaccurate public announcements; and
- support police or venue staff.

Routine telephone and administrative work must become secondary to the emergency.

7.9 Trip leaders and drivers

During travel or external activities, the trip leader must:

- maintain the passenger register;
- coordinate head counts;
- confirm vehicle allocations;
- manage stops and transfers;
- know who has responsibility for each child;
- establish meeting points;
- respond immediately to discrepancies; and
- follow the Travel, Transport and Residential Trips Policy.

Drivers must not move a vehicle until all expected passengers have been accounted for.

7.10 Parents and carers

Parents and carers are responsible for:

- providing accurate contact information;
- supplying more than one emergency contact where reasonably possible;
- disclosing relevant medical and additional needs;
- providing current collection permissions;
- explaining any known risk of wandering or leaving;
- informing KRMA of relevant previous incidents;
- following handover arrangements;
- arriving for collection as agreed;
- notifying KRMA of changes;
- responding promptly during an emergency; and
- providing honest information about likely locations or risks.

Parents must not independently publish a social-media appeal connected with a KRMA incident without first coordinating with police and the Incident Lead.

7.11 Children and young people

Children should be taught, in an age-appropriate manner, to:

- remain within agreed boundaries;
- tell an instructor before leaving an area;
- follow toilet and changing procedures;
- return to agreed meeting points;
- remain with their group;
- inform an adult if another child is missing;
- avoid joining an unauthorised search;
- follow emergency instructions; and

- approach a safe adult if they become separated.

A child must never be blamed for failing to follow an instruction they could not understand or comply with because of age, disability, distress or communication needs.



8. Prevention and Supervision

KRMA recognises that effective prevention depends upon more than locked doors or attendance records.

Prevention requires:

- clear responsibility;
- active supervision;
- accurate information;
- suitable staffing;
- venue awareness;
- safe transitions;
- appropriate boundaries;
- good communication; and
- understanding each child's individual needs.

8.1 Venue risk assessment

Each venue or activity risk assessment should consider:

- entry and exit points;
- doors leading directly outside;
- public access;
- reception arrangements;
- toilets;
- changing areas;
- corridors;
- stairwells;
- storage spaces;
- hiding places;
- car parks;

- adjoining rooms;
- fire exits;
- emergency assembly areas;
- nearby roads;
- waterways;
- railway lines;
- industrial hazards;
- woodland;
- lighting;
- CCTV;
- mobile-phone signal;
- fencing;
- shared users; and
- locations where supervision may be obstructed.

Controls must not compromise fire safety.

Fire exits must never be obstructed, locked unlawfully or made inaccessible in an attempt to prevent a child leaving.

8.2 Staffing and supervision levels

Supervision arrangements must reflect:

- the number of children;
- their ages;
- programme type;
- venue layout;
- public access;
- transitions;
- additional needs;

- known behaviour;
- activity risk;
- changing arrangements;
- outdoor access;
- travel;
- event conditions; and
- emergency cover.

There is no single staffing ratio that guarantees safety in every setting.

The key question is whether staff can:

- see or account for children;
- supervise foreseeable movement;
- manage an emergency;
- search without abandoning the group; and
- meet individual support needs.

8.3 Staff positioning

Instructors should position themselves so that they can appropriately monitor:

- the training area;
- accessible exits;
- transitions;
- waiting children;
- collection areas; and
- any identified higher-risk location.

Staff should avoid all instructors becoming occupied with:

- one student;
- equipment;

- a parent conversation;
- first aid;
- administration; or
- another distraction

without ensuring the wider group remains supervised.

8.4 Entrances and exits

Where practicable:

- arrival and departure should use a controlled entrance;
- external doors should be monitored;
- children should understand which exits may be used;
- unauthorised adults should be challenged appropriately;
- doors should not be left open unnecessarily;
- collection areas should be visible;
- venue users should not create uncontrolled access; and
- staff should know where keys or access controls are located.

A door must not be secured in a way that prevents lawful emergency evacuation.

8.5 Toilets and changing areas

Children may need to leave the main training area to use toilets or changing facilities.

Arrangements should consider:

- the child's age;
- the distance from the class;
- shared public access;
- the venue layout;
- supervision;

- privacy;
- safeguarding;
- additional needs; and
- how staff know the child has returned.

Where appropriate, staff may use:

- a permission system;
- a sign-out arrangement;
- a buddy system;
- an adult positioned nearby;
- timed checks; or
- another proportionate control.

Adults must not unnecessarily enter private changing or toilet areas.

8.6 Transitions and head counts

Missing-child risk often increases during transitions.

Head counts or register checks should be considered:

- at the beginning of the session;
- after warm-up or group changes;
- when moving rooms;
- before and after toilet breaks;
- before leaving a venue;
- after arriving at an event;
- following fire evacuation;
- before boarding transport;
- after every transport stop;
- before returning home;

- at residential curfews; and
- whenever responsibility transfers.

A head count must be checked against names where possible. Counting the number of children alone may not identify which child is absent.

8.7 Open and public environments

Outdoor events, competitions and public venues require enhanced planning because children may:

- blend into crowds;
- follow another group;
- leave through multiple exits;
- become distracted;
- enter public areas;
- use unsupervised toilets;
- mistake another adult for their collector; or
- move between competition areas.

Controls may include:

- small supervision groups;
- named group leaders;
- buddy systems;
- identifiable clothing;
- wristbands containing an emergency number without unnecessary personal details;
- fixed meeting points;
- scheduled check-ins;
- restricted free movement;
- venue maps; and
- clear lost-child instructions.

8.8 External venue coordination

Before significant external activities, the lead should establish:

- the venue's missing-child procedure;
- who controls CCTV;
- how security staff can be contacted;
- public-address arrangements;
- emergency exits;
- meeting points;
- venue boundaries;
- police access;
- who has authority to close an exit;
- how other groups will be notified; and
- who will coordinate a joint response.

KRMA must not assume that the venue will automatically take responsibility.

8.9 Known risks of leaving or wandering

Where KRMA knows that a child may:

- wander;
- bolt;
- hide;
- seek an exit;
- become overwhelmed;
- leave during conflict;
- follow a familiar adult;
- become disoriented; or
- fail to recognise danger,

an individual risk plan should be considered before participation.

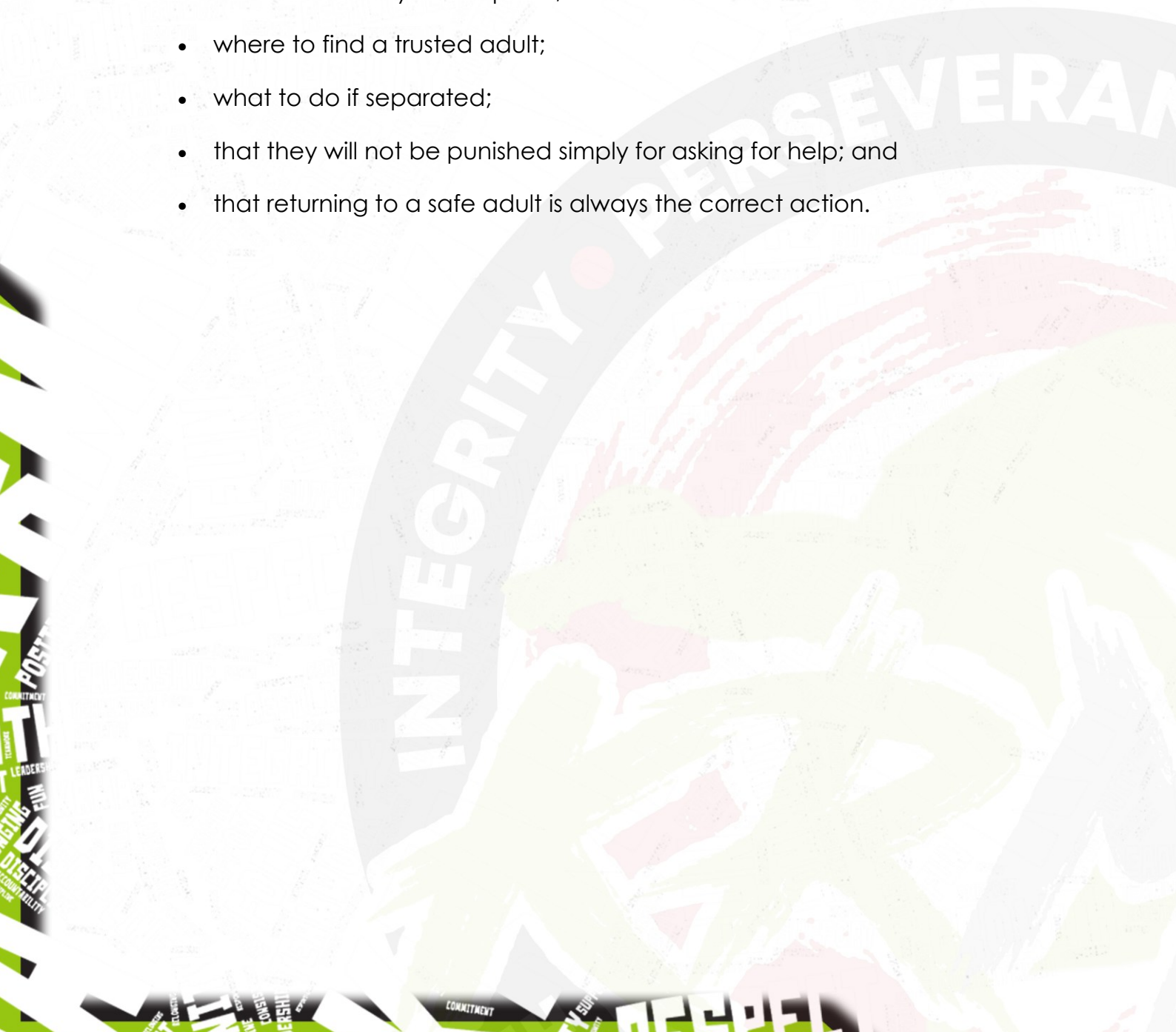
The plan should support inclusion rather than automatically excluding the child.

8.10 Communication with children

Rules should be explained positively and in a manner the child can understand.

Children should know:

- where they may go;
- which areas are out of bounds;
- who to tell if they need space;
- where to find a trusted adult;
- what to do if separated;
- that they will not be punished simply for asking for help; and
- that returning to a safe adult is always the correct action.



9. Attendance and Handover Controls

Accurate attendance and clear handovers are essential to preventing children from becoming missing.

A booking, membership record or expected attendance must not be treated as confirmation that a child is physically present.

9.1 Arrival registration

Each activity should use an appropriate method to record children who have actually arrived.

This may include:

- an electronic attendance system;
- a paper register;
- active verbal registration;
- a sign-in process;
- a trip passenger list; or
- another authorised system.

The person responsible for attendance must record:

- children present;
- late arrivals;
- known absences;
- children attending a different session;
- early departures; and
- any significant change to the expected group.

Attendance should be confirmed as soon as reasonably practicable after the activity begins.

9.2 Unexplained non-attendance

KRMA is not generally responsible for investigating every child who does not attend a routine class.

However, action should be considered where:

- the child was expected through a specific arrangement;
- KRMA was due to collect or transport the child;
- a parent believes the child has arrived;
- the child usually travels independently and their absence is unusual;
- another organisation states that responsibility was transferred;
- there is a known safeguarding concern;
- the child contacted KRMA indicating they were on their way;
- the child's belongings are present; or
- staff have reason to believe the child may be missing or unsafe.

The lead instructor should clarify promptly whether the child was ever received into KRMA's care.

Where there is credible concern for the child's immediate welfare, the Missing Child Procedure must be activated even if formal handover cannot be confirmed.

9.3 Late arrivals

Late arrivals must be added to the attendance record.

The instructor responsible for the group should be informed that the child has arrived.

Children should not join an activity unnoticed or without being acknowledged by an authorised adult.

9.4 Early departures

Where a child leaves early, staff should record:

- the child's name;
- time of departure;
- person collecting them;
- reason where relevant;

- staff member authorising the departure; and
- any change to the expected collection arrangement.

The child must be removed from the active attendance total so that later head counts remain accurate.

9.5 Authorised collectors

KRMA may maintain a list of people authorised to collect a child.

Where necessary, staff may request:

- identification;
- a collection password;
- confirmation from the parent or carer;
- written authority;
- clarification of a changed arrangement; or
- evidence of legal authority.

Being known to the child does not automatically authorise collection.

9.6 Unexpected collection changes

A change of collector should normally be communicated directly by the parent or carer through an approved contact method.

A message passed only through the child may be insufficient.

Where staff cannot verify the change, the child should remain safely supervised until the arrangement is confirmed.

9.7 Collection by another parent

A child may leave with another parent or family only where:

- the arrangement has been authorised;
- staff are satisfied that the person is permitted to collect;
- no known safeguarding or legal restriction prevents it; and
- the departure is recorded appropriately.

9.8 Independent arrival or departure

Parents requesting independent travel must provide clear permission.

KRMA should consider:

- the child's age;
- maturity;
- additional needs;
- route;
- distance;
- time of day;
- local hazards;
- venue;
- weather;
- mobile-phone access;
- previous incidents; and
- any safeguarding concern.

Permission should state whether it applies to:

- arrival;
- departure;
- particular venues;
- particular days;
- routine classes only; or
- other activities.

9.9 End-of-session reconciliation

At the end of an activity, the responsible staff should ensure that every child is:

- collected by an authorised person;
- recorded as having left independently;

- transferred to another authorised activity;
- travelling under an approved transport arrangement; or
- remaining safely supervised under the Late Collection Procedure.

Staff must not assume that another instructor has completed the handover.



10. Individual Missing-Child Risk Plans

An individual risk plan should be considered where a child is known to be at increased risk of:

- wandering;
- running away;
- hiding;
- leaving during distress;
- becoming disoriented;
- following an unauthorised adult;
- becoming separated in crowds;
- seeking roads, water or other hazards;
- leaving to find a parent;
- failing to recognise danger; or
- becoming unable to communicate their location.

The purpose of the plan is to support safe and inclusive participation.

It must not be used to stigmatise the child.

10.1 Developing the plan

The plan should be developed with appropriate involvement from:

- the child;
- parent or carer;
- Designated Safeguarding Lead;
- lead instructor;
- SENDI lead or appropriate support person;
- healthcare or education professionals where relevant; and
- social care where already involved.

10.2 Information to consider

The plan may record:

- known triggers;
- early warning signs;
- common hiding places;
- likely destinations;
- preferred adults;
- communication methods;
- sensory needs;
- medical risks;
- mobility;
- road-safety awareness;
- water awareness;
- previous incidents;
- emotional regulation strategies;
- helpful words or visual prompts;
- actions likely to escalate distress;
- safe spaces;
- parent contact arrangements;
- photograph and description;
- police or social-care information where appropriate; and
- emergency escalation arrangements.

10.3 Preventative controls

Possible controls may include:

- enhanced arrival handover;
- additional supervision during transitions;

- staff positioning near exits;
- visual boundaries;
- a designated calming area;
- a named trusted adult;
- shorter waiting periods before class;
- a communication card;
- advance preparation for changes;
- additional head counts;
- adapted toilet arrangements;
- smaller event groups;
- identification wristbands at public events;
- agreed check-in times; or
- an individual travel plan.

10.4 Review

The individual plan should be reviewed:

- after any missing or unauthorised-absence incident;
- following significant changes in behaviour;
- after venue changes;
- before major events or trips;
- where medical or safeguarding circumstances change; and
- at an agreed regular interval.

A recurring risk may require advice from external safeguarding, health, education or social-care professionals.

11. Immediate Response to a Missing Child

Any concern that a child is missing must be acted upon immediately.

Staff must not wait for certainty before alerting the lead instructor.

11.1 Initial actions

The first adult becoming aware of the concern should:

1. Inform the lead instructor or activity leader immediately.
2. State clearly which child is unaccounted for.
3. Explain when and where the child was last seen.
4. Identify any immediate danger.
5. Avoid creating panic.
6. Continue supervising other children unless directed otherwise.

The senior authorised adult present should assume the role of Missing Child Incident Lead.

11.2 Confirm that the child is genuinely unaccounted for

The Incident Lead should immediately arrange checks of:

- the current register;
- sign-out information;
- collection records;
- toilet or changing arrangements;
- another class or activity area;
- vehicle allocation;
- independent-departure permission;
- whether a parent has collected the child;
- whether another authorised adult has responsibility; and
- whether the child is receiving first aid or support elsewhere.

These checks must be rapid and must not delay emergency action where the child may be in immediate danger.

11.3 Protect the remaining group

The Incident Lead must allocate a suitable adult to remain with the other children.

The wider activity may:

- continue under additional supervision;
- be moved to a safer contained area;
- be paused;
- be ended; or
- move into emergency collection arrangements,

depending upon the circumstances.

Children should not be given unnecessary or distressing detail.

They may be told calmly that staff are checking where another student is and that they must remain with their group.

11.4 Begin a contemporaneous incident log

One person should record:

- time the concern was raised;
- who raised it;
- child's name;
- last confirmed sighting;
- actions assigned;
- areas searched;
- calls made;
- information received;
- decisions taken;
- arrival of police or parents;

- time the child is located; and
- any further action.

Times should be recorded as accurately as possible.

11.5 Obtain key information

Without delaying the search or emergency call, staff should assemble:

- full name;
- age;
- recent photograph;
- physical description;
- clothing and footwear;
- last confirmed location;
- time last seen;
- known direction of travel;
- mobile-phone number;
- medical information;
- medication needs;
- SENDI or communication needs;
- emotional state;
- previous incidents;
- likely destinations;
- authorised collectors;
- known safeguarding risks; and
- family emergency contacts.

12. Immediate Risk Assessment and Police Escalation

The Incident Lead must assess risk immediately and continue reviewing it as new information emerges.

Staff are not expected to carry out a formal police risk classification.

They must use reasonable judgement, provide accurate information and seek emergency assistance promptly.

12.1 Factors increasing urgency

Immediate police assistance is likely to be required where:

- the child is very young;
- the child is aged five or under;
- the child has significant additional needs;
- the child cannot communicate effectively;
- the child has a serious medical condition;
- emergency medication is unavailable to them;
- the child is distressed or dysregulated;
- there is a risk of self-harm or suicide;
- abduction is suspected;
- exploitation or grooming is suspected;
- the child entered traffic;
- the child is near water, railway lines or another major hazard;
- the child is inadequately dressed for the weather;
- the child is missing during darkness;
- the location is unfamiliar;
- the child has no safe means of returning;
- the child was seen entering a vehicle;
- the child may be with an unsafe adult;

- there is a relevant court order;
- staff have lost visual contact during an unauthorised departure;
- the child's behaviour is highly unusual; or
- any other circumstance creates a credible risk of immediate harm.

12.2 Calling 999

Staff must call **999 immediately** where:

- the child appears to be in immediate danger;
- suspected abduction or unlawful removal has occurred;
- the child enters a hazardous area;
- there is an immediate threat to life;
- the child is exceptionally vulnerable;
- serious self-harm risk is known or suspected; or
- urgent police or emergency-service intervention is required.

Searching and calling 999 should occur simultaneously where staffing permits.

12.3 Calling 101 or making a missing-person report

Where the circumstances do not appear immediately life-threatening but the child remains missing, the Incident Lead should contact the police through **101** or another police-approved reporting route.

There is no requirement to wait a fixed number of minutes before doing so.

When uncertain, staff should seek police advice rather than delaying because the precise risk level is unclear.

12.4 Information for police

The police should be given:

- child's full name;
- date of birth or age;
- recent photograph where available;
- description;

- clothing;
- time and location last seen;
- circumstances of disappearance;
- direction of travel;
- places already searched;
- medical needs;
- additional needs;
- communication needs;
- emotional state;
- access to a telephone, money or transport;
- likely destinations;
- relevant family or friendship links;
- previous missing episodes;
- exploitation or abduction concerns;
- court-order information;
- environmental hazards;
- parent contact details; and
- the name and telephone number of KRMA's Incident Lead.

Staff must provide facts and clearly identify anything that is:

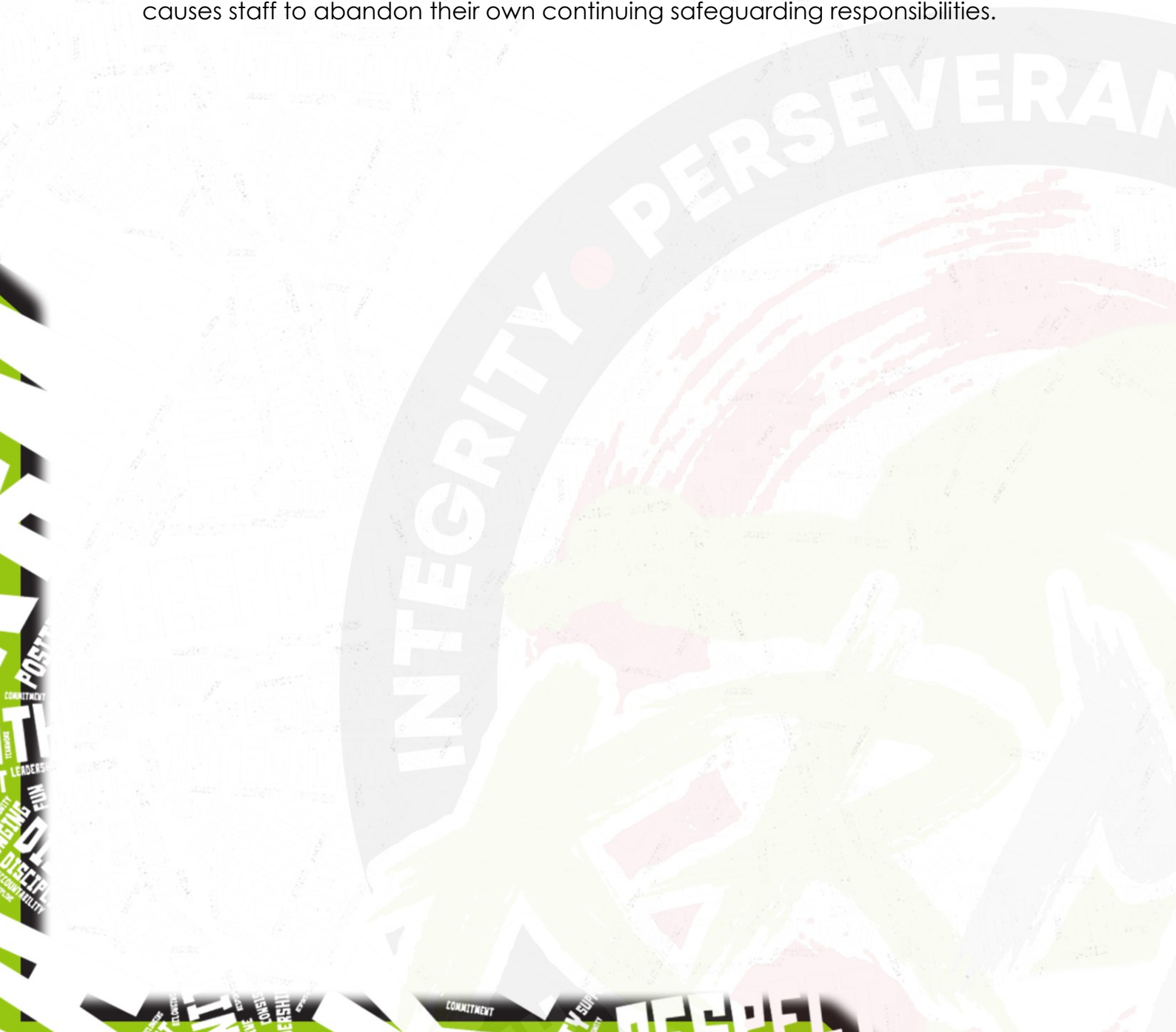
- unconfirmed;
- based on a witness account;
- an assumption; or
- professional concern.

12.5 Following police instructions

Once police are involved, KRMA must:

- follow reasonable police instructions;
- continue supervising the wider group;
- provide access to relevant records and CCTV where lawful;
- preserve evidence;
- avoid uncoordinated searches if police advise against them;
- keep parents appropriately informed;
- record police reference details; and
- notify the DSL.

KRMA must not announce that police have “taken over” in a way that causes staff to abandon their own continuing safeguarding responsibilities.



13. Coordinated Search Procedure

A search must be organised, proportionate and safe.

Random or duplicated searching can waste time and leave important areas unchecked.

13.1 Search coordination

The Incident Lead should allocate specific adults to named areas.

Searchers should be told:

- whom they are looking for;
- the child's description;
- their allocated area;
- immediate hazards;
- how to communicate;
- when to report back;
- not to leave the site boundary unless authorised; and
- what to do if they locate the child.

13.2 Immediate internal search

Depending on the venue, internal checks may include:

- training areas;
- reception;
- toilets;
- changing rooms;
- corridors;
- stairwells;
- storage spaces;
- offices;
- behind equipment;

- viewing areas;
- first-aid rooms;
- neighbouring activity rooms;
- kitchens;
- quiet rooms;
- cupboards large enough to enter; and
- any known hiding place.

Searches of toilets and changing areas must be managed sensitively while prioritising the missing child's safety.

Staff should announce themselves before entering where practicable.

13.3 Immediate external search

Where appropriate and safe, checks may include:

- building exits;
- car parks;
- the immediate perimeter;
- pathways;
- nearby waiting areas;
- venue entrances;
- adjacent fields;
- bus stops;
- likely routes;
- neighbouring premises;
- agreed meeting points; and
- the child's known preferred location.

Staff must not enter:

- moving traffic;

- railway land;
- deep or fast-flowing water;
- unsafe buildings;
- industrial areas;
- private property unlawfully; or
- any environment beyond their competence.

Emergency services should be called to manage dangerous search areas.

13.4 CCTV and access records

Where available and lawful, an authorised person may review:

- venue CCTV;
- entrance records;
- door-access systems;
- vehicle cameras; or
- other relevant records.

CCTV should be checked for:

- the last confirmed sighting;
- direction of movement;
- whether the child left alone;
- whether the child entered a vehicle;
- whether another person followed or approached them; and
- the time of departure.

Relevant footage must be preserved for police or safeguarding purposes.

It must not be copied or circulated unnecessarily.

13.5 Witness information

Staff may ask:

- other instructors;
- venue staff;
- parents;
- participants;
- security staff;
- transport staff; or
- other witnesses

whether they saw the child.

Questions should be brief and factual.

Children should not be subjected to repeated questioning or made responsible for the search.

13.6 Telephones and devices

Where appropriate, the Incident Lead or parent may attempt to contact the child by:

- telephone call;
- text message;
- approved messaging application; or
- another known contact method.

Messages should be calm and reassuring.

For example:

"We need to know that you are safe. You are not in trouble. Please answer or tell us where you are."

Staff must not send:

- threats;
- accusations;
- demands likely to increase panic;
- public messages;

- or statements suggesting punishment.

Location-sharing services may only be accessed lawfully and through an authorised account or person.

13.7 Search records

Each searcher should report:

- area checked;
- time checked;
- relevant observations;
- witnesses spoken to;
- possible sightings; and
- whether further action is needed.

“No result” is still important information and must be reported to the Incident Lead.

13.8 Continuing or ending a search

The Incident Lead must coordinate with police when deciding whether KRMA search activity should:

- continue;
- expand;
- stop;
- move to another location; or
- be handed to emergency services.

Searchers must not continue independently after being told to stop.

14. Unauthorised Departure and Maintaining Visual Contact

Where a child is seen leaving without permission, staff must respond according to the immediate risk.

The objective is to preserve safety, not to win a confrontation or force instant compliance.

14.1 Immediate response

The adult witnessing the departure should:

1. Alert another adult immediately.
2. State the child's name and direction of travel.
3. Calmly ask the child to stop or return.
4. Warn the child of any immediate hazard.
5. Maintain visual contact where safe.
6. Avoid abandoning the remaining group.
7. Update the Incident Lead continuously where possible.

14.2 Maintaining visual contact

Where staffing and safety permit, an adult may follow at a safe distance to:

- maintain sight of the child;
- guide them away from hazards;
- provide reassurance;
- communicate their location;
- direct emergency services; and
- encourage them to move to a safe place.

Maintaining sight must not involve:

- entering moving traffic;
- unsafe driving;
- trespassing into a dangerous site;

- entering water;
- railway access;
- physical confrontation with an unsafe adult;
- abandoning other children; or
- placing the staff member at serious risk.

14.3 Verbal communication

Staff should use calm, simple language.

Useful approaches may include:

- using the child's name;
- stating that they are not in trouble;
- offering space;
- asking them to stop somewhere safe;
- directing them away from traffic or hazards;
- offering a trusted adult;
- acknowledging distress;
- avoiding argument; and
- providing clear choices.

Staff should avoid:

- shouting angrily;
- public humiliation;
- threatening exclusion;
- surrounding the child;
- demanding explanations during the crisis;
- making sudden movements; or
- language likely to escalate fear.

14.4 Following by vehicle

A vehicle should not be used to pursue a child in a dangerous or intimidating manner.

Where a vehicle is used only to maintain awareness of location or provide assistance:

- the driver must comply with road law;
- another adult should communicate where possible;
- the vehicle must not block, corner or threaten the child;
- police should be updated;
- the driver must not use a handheld telephone; and
- the child's safety must remain the priority.

14.5 Child remains visible but will not return

A child refusing to return may still be at significant risk.

The Incident Lead must consider:

- location;
- traffic;
- weather;
- emotional state;
- medical needs;
- distance from the venue;
- known safeguarding concerns;
- whether the child is approaching another person;
- whether visual contact can be maintained; and
- whether police assistance is required.

Police may need to be called even while the child remains visible.

14.6 Child enters a private home or vehicle

Staff must not unlawfully enter private property or physically confront a vehicle occupant.

They should:

- note the address or vehicle details;
- call 999 where risk is suspected;
- maintain a safe observation point;
- provide police with the location;
- avoid alerting a potentially dangerous person unnecessarily; and
- follow police instructions.



15. Physical Intervention

Physical intervention must not be used simply because a child is refusing instructions or attempting to leave.

Any intervention must be:

- necessary;
- reasonable;
- proportionate;
- the least restrictive safe option;
- intended to prevent immediate harm; and
- consistent with KRMA's safeguarding and safe-practice procedures.

15.1 Circumstances where intervention may be considered

An adult may need to act physically where there is an immediate and serious risk that the child will:

- run directly into moving traffic;
- fall from a height;
- enter deep water;
- access a railway line;
- suffer immediate serious injury;
- cause serious injury to another person; or
- enter another immediately dangerous situation.

The urgency of the danger may make prior authorisation impossible.

15.2 Intervention must not be punitive

Physical intervention must never be used:

- as punishment;
- to establish authority;
- because the child is verbally disrespectful;

- to force participation;
- to prevent embarrassment;
- to obtain an explanation;
- to retaliate;
- or to cause pain deliberately.

15.3 Least restrictive response

Where intervention is necessary, staff should:

- use only the level of contact required to prevent immediate harm;
- release the child as soon as the immediate danger has passed;
- continue calm verbal reassurance;
- protect breathing and circulation;
- avoid pressure to the neck, chest or abdomen;
- summon assistance;
- consider medical needs; and
- call emergency services where necessary.

15.4 After physical intervention

Any physical intervention must be:

- reported immediately to the Incident Lead and DSL;
- recorded in detail;
- communicated to the parent or carer unless safeguarding advice prevents this;
- reviewed for injury;
- considered as a safeguarding matter;
- assessed under the Behaviour Management and Safe Practice Policies; and
- reviewed to determine whether further support or training is needed.

The child should be offered an opportunity to explain how the intervention felt and whether they were hurt or frightened.



16. Communication With Parents and Carers

Parents and carers should normally be contacted promptly once a child is confirmed or credibly believed to be missing.

Police contact must not be delayed where risk is immediate.

16.1 Initial contact

The parent or carer should be told:

- that the child cannot currently be located;
- the last confirmed sighting;
- what action KRMA is taking;
- whether police have been contacted;
- where the parent should go;
- which contact number to use; and
- that they should inform KRMA immediately if the child contacts or returns to them.

Communication must be factual.

Staff must not make unsupported statements about:

- fault;
- abduction;
- the child's motives;
- staff misconduct;
- likely outcome; or
- whether the child is safe.

16.2 Information requested from parents

Parents may be asked:

- whether they or another person collected the child;
- whether the child has called or messaged;

- likely places the child may go;
- names and addresses of friends or relatives;
- previous missing incidents;
- recent distress or conflict;
- access to money or transport;
- telephone or online accounts;
- medical or mental-health risks;
- known exploitation concerns;
- the child's likely reaction to police;
- helpful communication approaches; and
- whether the child may fear returning to a particular person.

16.3 Multiple parents or carers

Where parents are separated or communication is complex, the Incident Lead should identify:

- who has parental responsibility;
- who needs to be contacted;
- whether any court order applies;
- whether disclosure to a particular person could increase risk; and
- whether police or safeguarding advice is required.

Immediate safeguarding must take priority over ordinary family communication preferences.

16.4 Parent attendance at the venue

A parent arriving at the venue should be directed to the Incident Lead or another named person.

Parents must not:

- remove other children from supervision;
- direct staff searches;

- access confidential records;
- confront witnesses;
- obstruct emergency services; or
- publish unapproved information.

Their knowledge and assistance should still be treated respectfully and used constructively.

16.5 Updates

The Incident Lead should provide appropriate updates while avoiding repeated calls that interfere with the search.

Where possible, one KRMA contact should communicate with the family.

The parent must immediately update KRMA and police if:

- the child contacts them;
- the child returns home;
- a new location becomes likely;
- another person reports a sighting; or
- relevant safeguarding information emerges.

16.6 Safeguarding limits on parental information

Parents will normally be fully involved.

However, information may be limited or contact delayed where:

- a parent or family member is suspected of presenting a risk;
- unlawful removal is suspected;
- the child expresses fear of returning to a particular adult;
- police or social care advise against contact;
- contact may compromise an investigation; or
- another person may be placed in danger.

The DSL and police should advise on communication in such circumstances.

17. External Venues, Competitions and Public Events

External events may present increased risk because of:

- crowds;
- multiple entrances and exits;
- unfamiliar layouts;
- shared changing rooms;
- public toilets;
- large car parks;
- several organisations;
- noise;
- changing schedules;
- vendors and spectators;
- public transport;
- limited control over the venue; and
- children moving between activity areas.

17.1 Pre-event planning

Before attending, KRMA should establish where reasonably possible:

- venue layout;
- emergency exits;
- official meeting point;
- event-control location;
- security contact;
- first-aid location;
- missing-child procedure;
- public-address arrangements;

- CCTV availability;
- toilet and changing locations;
- spectator access;
- transport arrangements;
- venue boundaries; and
- any specific safeguarding rules.

17.2 Group arrangements

Children should know:

- which adult is responsible for them;
- where they may go;
- whether they may move independently;
- the meeting point;
- check-in times;
- what to do if separated;
- who may collect them; and
- the emergency contact method.

Large groups may be divided into smaller supervision groups with named adults.

17.3 Responsibility where parents attend

The presence of a parent does not automatically determine who is supervising the child.

Before or during the event, it should be clear whether:

- the parent retains responsibility;
- KRMA has accepted responsibility;
- responsibility changes during competition;
- the child may leave with the parent;

- KRMA must be notified before departure; and
- the child returns to KRMA supervision after an event category.

A child must not be assumed to be with their parent merely because the parent is somewhere within the venue.

17.4 Event registers

KRMA should maintain an appropriate record of:

- children attending;
- supervising adults;
- arrival;
- departure;
- transport allocation;
- parent responsibility arrangements;
- competition areas;
- authorised collectors; and
- any child permitted to move independently.

17.5 Missing child at a public event

Where a child becomes missing:

1. Activate this policy immediately.
2. Inform venue security or event control.
3. Protect the remaining group.
4. Confirm the child's last known competition or activity area.
5. Check toilets, changing areas and agreed meeting points.
6. Request preservation or review of CCTV where appropriate.
7. Provide a description to authorised venue personnel.
8. Contact parents and police according to risk.
9. Prevent unapproved public or social-media announcements.

10. Follow police and venue instructions.

17.6 Public-address announcements

A public-address announcement should only be made where:

- agreed by the Incident Lead;
- appropriate to the child's safety;
- consistent with police or venue advice;
- it does not disclose unnecessary information; and
- it will not alert a person suspected of causing harm.

The child's full personal or medical information must not be announced publicly.

17.7 Children attending several areas

Where a child moves between:

- competition rings;
- warm-up areas;
- changing areas;
- spectator seating;
- award areas;
- photography stations; or
- other event zones,

the supervision plan must establish:

- who accompanies them;
- who records the movement;
- where they return;
- when responsibility transfers; and
- what happens if the schedule changes.

17.8 Leaving an event

Children must not leave an external event without:

- informing the responsible KRMA adult;
- completing the agreed handover;
- being signed out where required; and
- updating the attendance or transport record.

A parent taking their child home without informing KRMA can trigger an unnecessary missing-child emergency.



18. Travel and Transport

A missing child during travel must be treated as an immediate discrepancy requiring investigation.

The trip leader must maintain accurate information concerning:

- passengers expected to travel;
- vehicle allocations;
- drivers;
- passenger supervisors;
- departure and arrival times;
- planned stops;
- transfers between vehicles;
- independent travel arrangements;
- authorised collection; and
- any change made during the journey.

This section must be read alongside the **KRMA Travel, Transport & Residential Trips Policy**.

18.1 Before departure

Before any vehicle leaves, the trip leader or passenger supervisor must:

- check every passenger by name;
- compare those present against the register;
- confirm vehicle allocations;
- record known absences;
- confirm any last-minute changes;
- ensure children are in the correct vehicle;
- check whether anyone is using the toilet or collecting belongings; and
- ensure no child has left with a parent without completing the agreed handover.

Counting passengers without checking names may not identify which child is absent.

No vehicle should depart until every expected passenger has been accounted for.

18.2 During the journey

Children must remain within their allocated vehicle and follow instructions concerning:

- seating;
- seat belts;
- rest stops;
- toilets;
- meeting points;
- transfers;
- boarding; and
- leaving the vehicle.

The passenger register should be checked:

- after every stop;
- before leaving a service station;
- after changing trains, coaches or other transport;
- after a child has temporarily left the vehicle;
- before departing the destination; and
- at final handover.

18.3 Child missing before departure

Where an expected child is not present, staff must establish whether:

- the child has not yet arrived;
- the parent has changed their plans;
- the child is travelling independently;
- the child is in another vehicle;
- the child has gone to the toilet;
- the child has returned to the venue;
- another authorised adult has collected them; or

- the child was previously present and is now missing.

The vehicle must not leave merely because the scheduled departure time has arrived.

Where the child was never formally handed into KRMA's care, the parent or carer should normally retain primary responsibility for locating them. However, KRMA must still act promptly where there is credible reason to believe the child may be unsafe.

18.4 Child missing at a rest stop

If a child is unaccounted for at a service station, transport terminal or other stop:

1. Prevent the vehicle or group from leaving.
2. Confirm the register.
3. Establish the child's last confirmed location.
4. Maintain supervision of the remaining children.
5. Inform site staff or security.
6. Check toilets, shops, eating areas and agreed meeting points.
7. Contact the child's telephone where appropriate.
8. Contact the parent or carer.
9. Contact police according to the level of risk.
10. Preserve any relevant CCTV or witness information.

A child must not be assumed to have boarded another KRMA vehicle without direct confirmation.

18.5 Public transport

Where a child becomes missing on public transport, the trip leader should immediately contact:

- the driver, conductor or transport staff;
- station or terminal staff;
- transport security;
- the relevant transport police where appropriate;
- the child's parent or carer; and
- the police according to the risk.

Staff should provide:

- the service number;
- direction of travel;
- departure and destination;
- carriage or seating information;
- location last seen;
- description;
- expected stop; and
- whether the child may still be on the vehicle.

The remaining group must remain supervised.

Staff must not cause several children to leave a train, coach or station unsupervised while searching.

18.6 Child left behind

Where a child has accidentally been left at a venue or stop:

- contact the child or responsible venue staff immediately;
- ensure the child is supervised by a suitable adult;
- inform the trip leader and parent;
- contact police if the child cannot be located or is unsafe;
- arrange safe reunification;
- avoid asking an unapproved person to transport the child;
- record the incident; and
- review how the head-count or handover failure occurred.

18.7 Child leaves a vehicle unexpectedly

Where a child exits a vehicle without permission:

- the driver must stop only where safe and lawful;
- the passenger supervisor should alert the trip leader;
- visual contact should be maintained where safe;
- the remaining passengers must remain supervised;

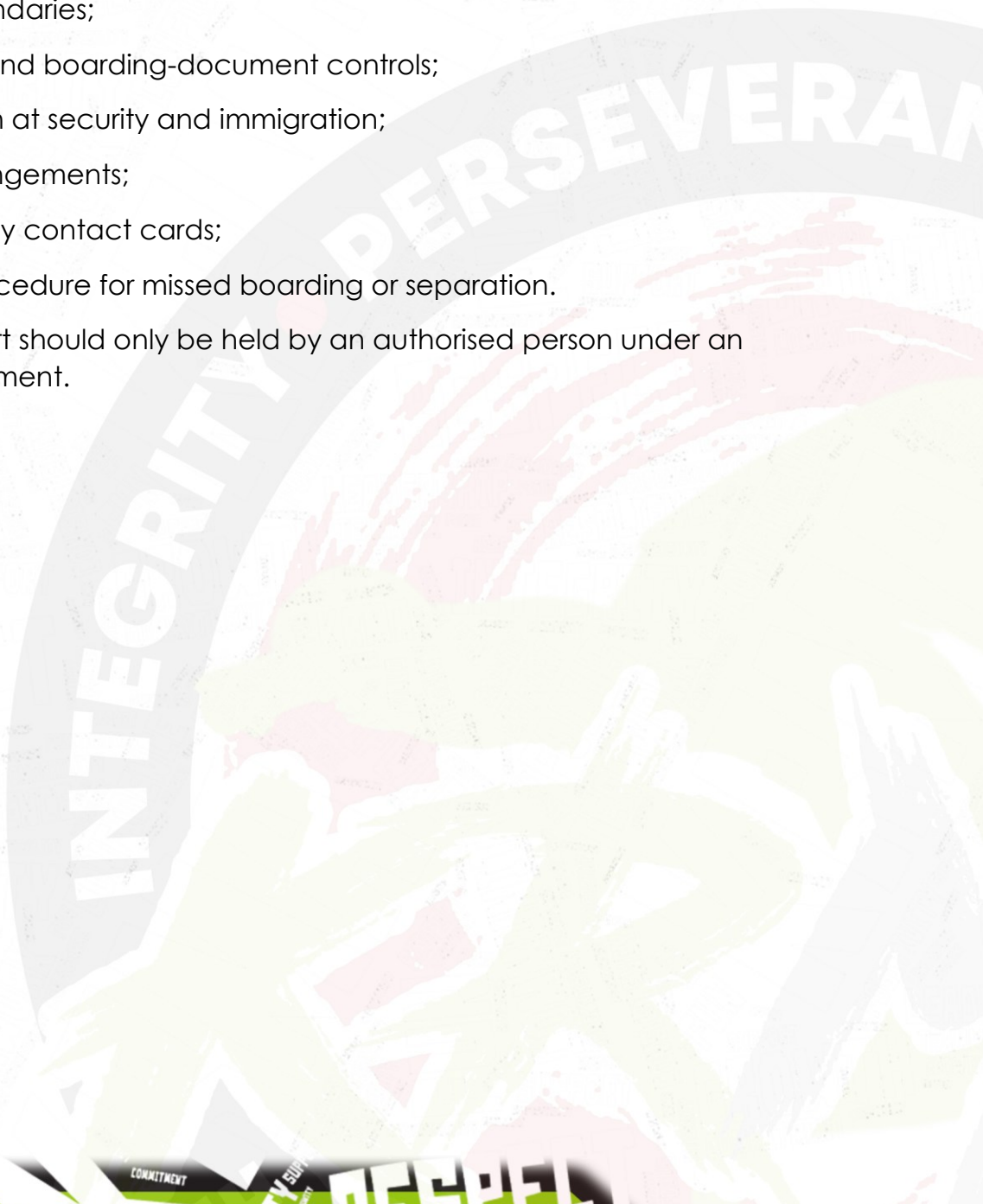
- emergency services should be contacted where the location is hazardous;
- the vehicle must not be driven in a dangerous pursuit; and
- the procedures in Sections 12–16 must be followed.

18.8 Airports, ferry terminals and international transport hubs

Enhanced controls should be used in large transport hubs, including:

- small supervision groups;
- named group leaders;
- frequent checks by name;
- fixed meeting points;
- clear boundaries;
- passport and boarding-document controls;
- supervision at security and immigration;
- toilet arrangements;
- emergency contact cards;
- and a procedure for missed boarding or separation.

A child's passport should only be held by an authorised person under an agreed arrangement.



19. Residential and International Trips

Residential and international trips require enhanced missing-child planning because children may be:

- away from familiar surroundings;
- sleeping in unfamiliar accommodation;
- moving between rooms or buildings;
- given limited free time;
- using unfamiliar transport;
- experiencing language barriers;
- affected by fatigue;
- separated from parents; or
- exposed to unfamiliar environmental risks.

19.1 Residential register

The trip leader must maintain an accurate record of:

- children attending;
- staff and volunteers;
- room allocations;
- emergency contacts;
- medical needs;
- authorised movements;
- free-time groups;
- off-site activities;
- transport allocations; and
- any early departure or change.

19.2 Arrival briefing

On arrival, children should be shown:

- their room or sleeping area;
- staff locations;
- emergency exits;

- fire assembly points;
- permitted areas;
- out-of-bounds areas;
- meeting points;
- how to seek help;
- what to do if separated;
- night-time arrangements; and
- how to contact the trip leader.

Instructions must be adapted where a child has communication, learning or sensory needs.

19.3 Room checks and curfews

The trip leader must establish appropriate procedures for:

- evening check-in;
- curfew;
- room registers;
- morning checks;
- attendance at meals;
- departures for activities;
- return from activities; and
- night-time emergencies.

Room checks must be proportionate and protect privacy.

Staff should not assume that a child is sleeping merely because their belongings are in the room.

19.4 Free time

Any unsupervised or remotely supervised free time must be specifically:

- authorised;
- risk assessed;
- appropriate to the child's age and maturity;
- agreed with parents where required;

- limited to a defined area;
- subject to a return time;
- supported by a buddy or group arrangement where appropriate; and
- accompanied by clear emergency instructions.

Children must not leave the agreed area without permission.

19.5 Child missing from accommodation

Where a child cannot be located:

1. Activate the Missing Child Procedure immediately.
2. Confirm the room and trip registers.
3. Establish the last confirmed sighting.
4. Check the child's room, bathrooms and agreed communal areas.
5. Alert accommodation management or security.
6. Maintain supervision of the remaining group.
7. Check known meeting points and permitted areas.
8. Contact the child's telephone where appropriate.
9. Contact parents and police according to risk.
10. Preserve CCTV, access-card or witness information.

Staff must not assume that the child is in another participant's room.

19.6 Missing during night-time hours

A child missing at night is likely to require an urgent response because of increased risks relating to:

- darkness;
- weather;
- traffic;
- unfamiliar surroundings;
- reduced public visibility;
- closed facilities;
- fatigue;
- exploitation; and

- limited access to help.

Police should be contacted immediately where there is any credible risk to the child.

19.7 International incidents

Where a child becomes missing outside the United Kingdom, the trip leader should contact, as appropriate:

- local emergency services;
- local police;
- the accommodation or venue;
- the transport operator;
- the child's parent or carer;
- KRMA's home contact;
- the insurer's emergency service;
- the British embassy, high commission or consulate; and
- the event organiser.

Local emergency numbers and consular contact information should be identified before departure.

KRMA must follow local law while continuing to apply its own safeguarding standards.

19.8 Passports and travel documents

Where a child's passport or travel document is also missing, the trip leader must inform:

- police;
- the parent or carer;
- the transport provider;
- the insurer;
- the relevant diplomatic service; and
- border authorities where advised.

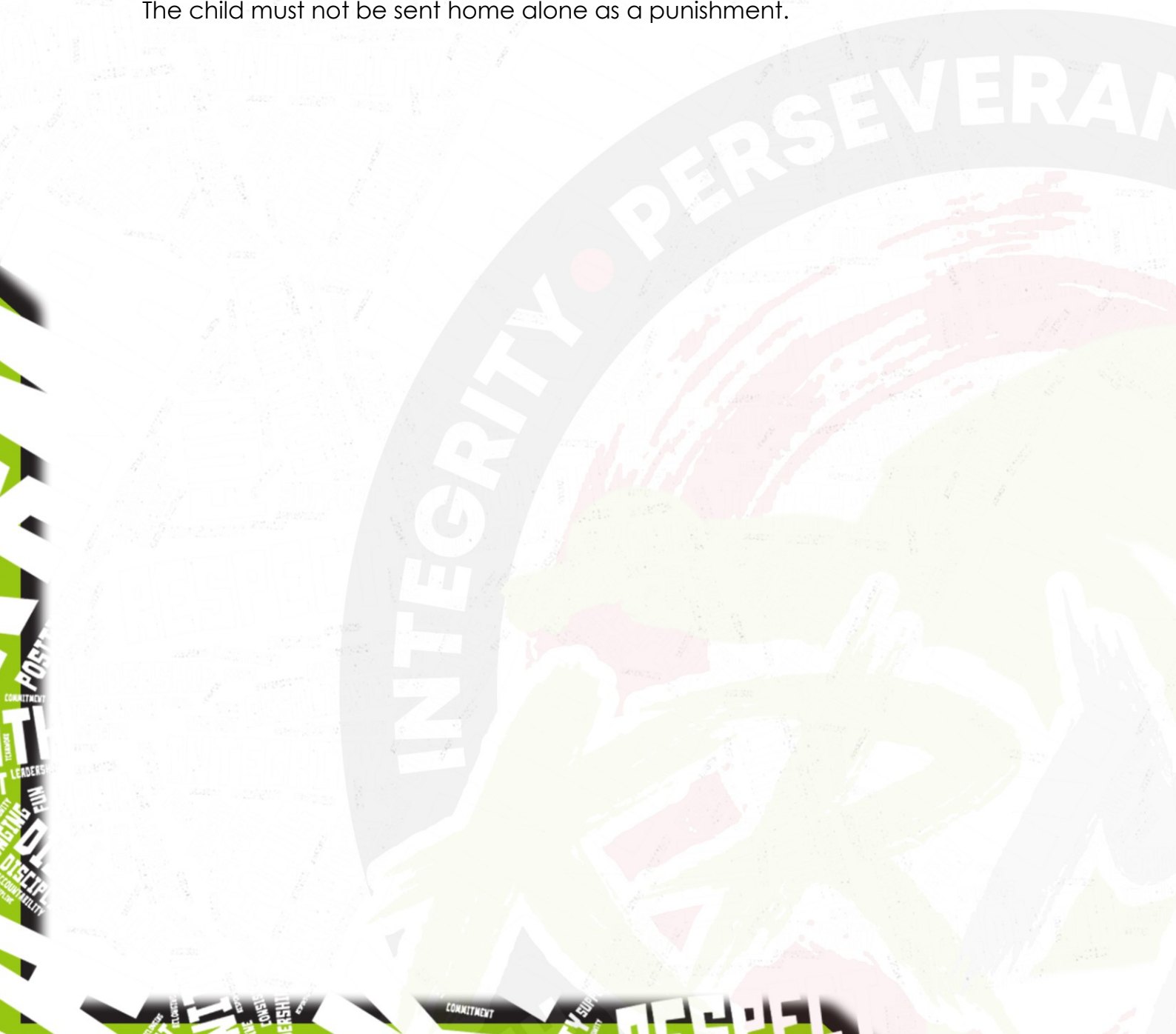
A missing travel document must not distract from locating and protecting the child.

19.9 Emergency return arrangements

Where a missing-child incident indicates that a participant cannot safely remain on the trip, KRMA may require:

- additional supervision;
- alternative accommodation;
- collection by a parent;
- an authorised accompanying adult;
- medical support;
- social-care involvement;
- an early return; or
- emergency repatriation.

The child must not be sent home alone as a punishment.



20. SENDI, Medical Needs and Emotional Distress

Children with special educational needs, disabilities, medical needs or communication differences may experience additional missing-person risks.

This may include children who:

- have limited awareness of danger;
- become disoriented;
- are non-speaking or communicate differently;
- experience sensory overload;
- run or hide when distressed;
- seek predictable people or places;
- have difficulty responding to their name;
- do not understand instructions;
- have reduced road-safety awareness;
- become overwhelmed by crowds;
- experience seizures or other medical emergencies;
- require urgent medication; or
- may not recognise police or emergency workers as safe adults.

The child's needs must be considered without making assumptions or applying stereotypes.

20.1 Immediate information for responders

Police and searchers should be informed of relevant details such as:

- communication method;
- response to their name;
- likely reaction to unfamiliar adults;
- sensory needs;
- preferred words or visual prompts;
- known hiding behaviour;
- fascination with water, traffic, trains or another hazard;
- likely destinations;

- medical conditions;
- emergency medication;
- mobility;
- distress behaviours;
- whether touch may escalate the situation; and
- effective calming approaches.

20.2 Search approach

Searchers should consider that a child may:

- not call out;
- not respond when found;
- hide more deeply when frightened;
- avoid eye contact;
- run from an approaching adult;
- be unable to state their name;
- remove identifying clothing;
- remain in a small enclosed space; or
- repeatedly return to a familiar feature.

Search strategies should be adapted accordingly.

20.3 Medical vulnerability

Emergency services must be contacted promptly where the missing child:

- requires time-critical medication;
- has diabetes;
- has epilepsy or seizure risk;
- has a serious allergy;
- has a cardiac condition;
- has breathing difficulties;
- is at risk of collapse;
- has impaired mobility;
- is vulnerable to temperature;

- has a recent injury; or
- has another condition that may deteriorate while missing.

Medication remaining at the venue should be made available to emergency services or the responsible adult.

20.4 Emotional distress and mental-health risk

A child may leave because of:

- panic;
- anxiety;
- shame;
- bullying;
- conflict;
- perceived failure;
- fear of punishment;
- bereavement;
- traumatic memories;
- relationship difficulties;
- family distress;
- self-harm thoughts; or
- suicidal thoughts.

Any indication of self-harm or suicide must be communicated immediately to police and safeguarding professionals.

The child should not be told that they have caused trouble or wasted people's time.

20.5 Trauma-informed response

When approaching a distressed child, staff should:

- remain calm;
- avoid crowding;
- reduce noise where possible;
- use simple language;
- offer safe choices;

- identify themselves;
- explain what will happen next;
- avoid sudden touch;
- offer a familiar adult;
- recognise that behaviour may communicate distress; and
- prioritise regulation and safety before questioning.

20.6 Philomena Protocol

Where a child or young person is at recurring risk of going missing, parents or carers may consider completing information under Humberside Police's **Philomena Protocol**.

The protocol allows important information about a vulnerable young person to be prepared in advance so it can be provided quickly to police if they go missing.

A Philomena Protocol document does not replace:

- KRMA's individual risk plan;
- immediate police contact;
- safeguarding referrals; or
- active supervision.

21. Suspected Abduction, Exploitation or Criminal Activity

Any indication that a child may have been abducted, unlawfully removed, groomed, exploited or taken in connection with criminal activity must be treated as an emergency.

Staff must call **999 immediately**.

21.1 Indicators of suspected abduction or unlawful removal

Indicators may include:

- the child being forced into a vehicle;
- an unknown adult leading the child away;
- a person falsely claiming collection authority;
- removal contrary to a known court order;
- the child signalling fear or resistance;
- a suspicious vehicle waiting nearby;
- threats made before the incident;
- a person attempting to conceal their identity;
- sudden loss of contact following an adult approach; or
- credible information that someone intends to take the child.

21.2 Immediate action

Staff should:

1. Call 999.
2. Provide the location and direction of travel.
3. Give the child's description.
4. Give the person or vehicle description.
5. Record the registration number where safely possible.
6. Preserve CCTV.
7. identify witnesses.
8. Protect the remaining children.
9. Inform the DSL.
10. Follow police instructions.

Staff must not place themselves or other children in danger by confronting a potentially violent person.

21.3 Collection disputes

Where a person attempts to collect a child without appropriate authority:

- the child should remain in the supervised area;
- staff should seek verification;
- the lead instructor should be informed;
- known court or safeguarding restrictions should be checked;
- the parent or carer should be contacted where safe;
- police should be called where threats or attempted removal occur; and
- the incident should be recorded.

Staff must not attempt to interpret complicated family-law disputes beyond the information formally supplied to KRMA.

21.4 Exploitation concerns

Going missing may be connected to:

- child criminal exploitation;
- child sexual exploitation;
- county lines;
- trafficking;
- online grooming;
- coercive relationships;
- financial exploitation;
- gang association; or
- modern slavery.

Possible indicators include:

- unexplained gifts or money;
- contact with unknown older individuals;
- repeated unexplained absences;
- secretive telephone use;

- unexplained travel;
- fear of particular people;
- injuries;
- possession of additional phones;
- sudden changes in behaviour; or
- being collected by unfamiliar vehicles.

These indicators do not prove exploitation but must be reported to the DSL.

Where immediate danger exists, call 999. Humberside Police advises an emergency response where a child or another person is in immediate danger.

21.5 Evidence

Staff must preserve possible evidence, including:

- CCTV;
- messages;
- telephone numbers;
- usernames;
- photographs;
- vehicle details;
- witness accounts;
- discarded items;
- access records; and
- relevant social-media information.

Staff must not:

- delete messages;
- access a child's account without lawful authority;
- contact a suspected perpetrator;
- create false online accounts;
- conduct their own surveillance;
- publicly identify a suspect; or

- interfere with police activity.



22. Communication, Confidentiality and Social Media

Missing-child incidents require careful and controlled communication.

Information should be shared with those who need it to protect the child, but unnecessary disclosure can:

- increase risk;
- breach privacy;
- interfere with police work;
- expose the child to stigma;
- spread inaccurate information;
- alert a person presenting a danger; or
- cause distress to the family.

22.1 Authorised communication

The Incident Lead should identify who is authorised to communicate with:

- parents;
- police;
- venue management;
- other KRMA staff;
- event organisers;
- insurers;
- governing or safeguarding bodies;
- the media; and
- the wider KRMA community.

Staff should direct enquiries to that person.

22.2 Internal communication

Staff and volunteers should receive only the information necessary for their role.

For example:

- searchers need a description and assigned area;
- group supervisors need instructions for the remaining children;

- reception may need to monitor exits;
- the DSL requires safeguarding details;
- administration may need emergency contacts.

Not everyone requires the child's full background or family circumstances.

22.3 Communication with other children

Children in the remaining group should be given calm and age-appropriate information.

They should not be:

- told confidential safeguarding details;
- encouraged to speculate;
- asked to post online;
- blamed;
- interviewed repeatedly;
- frightened unnecessarily; or
- sent to search without an adult.

Where another child has relevant information, it should be received calmly and passed to the Incident Lead.

22.4 Social media

No staff member, volunteer, student or parent should publish an appeal connected with a KRMA missing-child incident without coordination with police and the Incident Lead.

An unapproved post must not include:

- the child's full name;
- photograph;
- address;
- school;
- medical condition;
- additional needs;
- family circumstances;
- suspected destination;

- telephone number;
- safeguarding history; or
- details of a suspected person.

Where police approve a public appeal, KRMA should share only the approved information.

22.5 Media enquiries

Only a person authorised by KRMA may respond to media enquiries.

The response should be coordinated with:

- police;
- the family;
- statutory safeguarding agencies; and
- legal or insurance advisers

where appropriate.

Staff and families should not speculate publicly about:

- how the incident happened;
- who was responsible;
- suspected criminal activity;
- the child's motives; or
- confidential safeguarding concerns.

22.6 Data protection

Relevant personal information may be shared without consent where necessary and lawful to protect a child.

Only information that is relevant and proportionate should be disclosed.

Records must be:

- secured;
- accessible to authorised people;
- retained appropriately;
- not shared through open group chats; and
- protected from loss or unauthorised publication.

22.7 Rumours and misinformation

Where inaccurate information circulates, KRMA may issue a limited factual statement to:

- protect the child;
- reassure families;
- correct a safety issue; or
- prevent disruption.

The statement must not disclose confidential information or interfere with an investigation.



23. When the Child Is Found

The response does not end when the child is located.

The child's immediate physical and emotional safety must be assessed before decisions are made about returning them to:

- class;
- the venue;
- accommodation;
- transport;
- a parent or carer; or
- another adult.

23.1 Immediate actions

The adult locating the child should:

1. Confirm that the child is physically safe.
 2. Remove them from immediate danger where possible.
 3. Reassure them calmly.
 4. Contact the Incident Lead.
 5. Request first aid or emergency assistance where needed.
-
1. Avoid blame or angry questioning.
 2. Maintain appropriate supervision.
 3. Preserve anything relevant to safeguarding or police.
 4. Follow police instructions.
 5. Record the time and location found.

23.2 Police notification

Where the child was reported missing, police must be informed immediately that the child has been found.

Staff must not assume the police report has automatically been closed.

Police may need to:

- see the child;
- assess their welfare;
- establish where they have been;
- preserve evidence;
- consider an offence;
- or determine whether the child can safely return.

23.3 Parent or carer notification

Parents and carers must be informed promptly unless police or safeguarding professionals advise otherwise.

They should be told:

- that the child has been located;
- their general condition;
- where the child is;
- what immediate action is being taken;
- whether police or medical professionals are involved; and
- how reunification will occur.

23.4 Medical assessment

Medical assistance should be sought where the child:

- is injured;
- appears unwell;
- has missed medication;
- may have consumed a substance;
- may have been assaulted;
- has been exposed to heat or cold;
- has breathing difficulties;
- is confused;

- is highly distressed;
- reports self-harm;
- or may otherwise require clinical assessment.

23.5 Safeguarding before reunification

The child must not automatically be returned to the first adult requesting them.

Staff must consider whether:

- the child expresses fear of that person;
- the adult may have contributed to the disappearance;
- unlawful removal is suspected;
- a court order applies;
- police or social care need to advise;
- the adult appears intoxicated or unsafe; or
- the child may face retaliation.

Where doubt exists, the child should remain appropriately supervised while the DSL, police or children's social care advises.

23.6 Initial account

The child may be asked only sufficient immediate questions to establish:

- whether they are hurt;
- whether anyone approached or harmed them;
- whether anyone else is at risk;
- whether urgent evidence must be preserved;
- whether they are frightened of returning to someone;
- and whether medical help is required.

Staff must avoid conducting a detailed or leading investigation where police or social care may need to interview the child.

23.7 Return to the activity

A child should only return to the activity where:

- they are physically safe;
- they are emotionally able to participate;
- supervision is adequate;
- immediate safeguarding concerns have been addressed;
- the parent or carer agrees where appropriate;
- and the DSL or Incident Lead considers it suitable.

Possible alternatives include:

- quiet support;
- early collection;
- medical care;
- temporary withdrawal from the activity;
- changed supervision;
- or another individual arrangement.

23.8 Responding to the wider group

Other children may require calm reassurance.

Staff should:

- confirm that the child has been found where appropriate;
- avoid sharing confidential details;
- discourage rumours;
- recognise distress;
- remind children how to seek help;
- and monitor reactions.

24. Safeguarding Response and Return Conversation

Every missing-child incident must be reviewed as a potential safeguarding concern.

The DSL should consider whether the incident may indicate:

- abuse;
- neglect;
- bullying;
- harassment;
- exploitation;
- grooming;
- family conflict;
- fear of an adult;
- emotional distress;
- self-harm;
- mental-health difficulties;
- disability-related unmet need;
- unsafe supervision;
- or another form of harm.

College of Policing guidance states that missing-person risk assessment is ongoing and should be reviewed as new information becomes available.

24.1 Safeguarding referral

The DSL should consider whether information needs to be shared with:

- children's social care;
- police;
- the child's school or college;
- healthcare professionals;

- an existing social worker;
- the Local Authority Designated Officer;
- the KRMA governing or safeguarding body;
- or another appropriate agency.

A referral does not require proof that abuse has occurred.

24.2 KRMA welfare and return conversation

Once the child is safe and able to engage, KRMA should offer an appropriate welfare conversation.

The purpose is to understand:

- what happened;
- why the child left or became separated;
- where they went;
- whether anyone approached them;
- whether they experienced harm;
- whether they felt unsafe at KRMA;
- what they were thinking or feeling;
- what helped them return;
- what might prevent recurrence;
- and what support they need.

The conversation must be:

- calm;
- child-centred;
- non-punitive;
- appropriate to age and communication needs;
- conducted by a suitable adult;
- recorded proportionately;

- and escalated where safeguarding concerns arise.

A welfare conversation by KRMA does not replace any police, local-authority or independent return interview that statutory services consider necessary. College of Policing guidance states that independent return interviews should be offered to children who have been missing, with local authorities and police working together around these arrangements.

24.3 Questions and communication

Questions should normally be open and non-leading, such as:

- “Can you tell me what happened?”
- “How were you feeling before you left?”
- “Was there anything you were trying to get away from?”
- “Did anyone speak to you or take you anywhere?”
- “Did anything happen that made you feel unsafe?”
- “What would help if you feel like this again?”
- “Is there anyone you are worried about going back to?”

Staff must not:

- interrogate;
- accuse;
- demand an apology;
- suggest answers;
- promise secrecy;
- threaten punishment;
- or repeatedly require the child to retell a distressing experience.

24.4 Child unable or unwilling to speak

A child may not be ready or able to explain what occurred.

Staff should consider:

- giving the child time;

- using their preferred communication method;
- offering a trusted adult;
- using visual or written communication;
- consulting the parent where safe;
- seeking professional support;
- and monitoring behaviour.

Silence must not automatically be interpreted as defiance or evidence that nothing happened.

24.5 Accountability and behaviour

Where the child knowingly took an unsafe action, a proportionate behaviour response may be considered after:

- immediate welfare needs are met;
- safeguarding concerns are assessed;
- the child's reasons are understood;
- additional needs are considered;
- and the risk plan is reviewed.

Any consequence should aim to:

- increase safety;
- repair harm;
- improve understanding;
- and prevent recurrence.

It must not shame the child or discourage them from returning to a safe adult.

24.6 Multi-agency planning

Where incidents are repeated or serious, KRMA may request or contribute to coordinated planning with:

- the family;
- school;

- police;
- children's social care;
- health services;
- mental-health services;
- disability support;
- or another relevant agency.

The plan should define:

- known triggers;
- warning signs;
- prevention;
- supervision;
- communication;
- emergency escalation;
- return arrangements;
- and review responsibility.



25. Reporting, Review and Support

A full written report must be completed following every significant missing-child or unauthorised-absence incident.

A brief, quickly resolved discrepancy may be recorded proportionately, but it must still be reviewed where:

- the child had left the supervised area;
- risk was present;
- police or parents were contacted;
- supervision failed;
- the incident was repeated;
- or a safeguarding concern arose.

25.1 Incident report

The report should include:

- child's name and date of birth;
- date;
- venue;
- class, event or journey;
- attendance status;
- time the concern was raised;
- person raising the concern;
- last confirmed sighting;
- description and clothing;
- known risk factors;
- immediate risk assessment;
- Incident Lead;
- staff and volunteers present;

- search areas;
- calls and messages;
- parent communication;
- police contact and reference number;
- venue involvement;
- CCTV or evidence preserved;
- time and location found;
- child's physical and emotional presentation;
- initial comments made by the child;
- medical action;
- safeguarding action;
- handover arrangements;
- and immediate changes made.

25.2 Recording standards

Records must distinguish clearly between:

- confirmed fact;
- witness report;
- direct quotation;
- professional observation;
- assumption;
- opinion;
- and decision.

Entries should be:

- dated;
- timed;

- factual;
- attributable;
- completed promptly;
- stored securely;
- and not altered to conceal the original record.

Corrections should be identifiable.

25.3 Evidence preservation

Relevant evidence may include:

- CCTV;
- attendance records;
- sign-in and sign-out data;
- messages;
- call logs;
- photographs;
- access records;
- transport registers;
- room lists;
- witness accounts;
- event records;
- or vehicle information.

Evidence must not be shared publicly or retained on unauthorised personal devices.

25.4 Management review

After the immediate emergency, the CEO, DSL or another authorised senior person should review:

- how responsibility was transferred;

- accuracy of attendance;
- supervision;
- staff deployment;
- venue controls;
- exits;
- communication;
- police escalation;
- parent communication;
- risk assessment;
- individual needs;
- policy compliance;
- staff knowledge;
- and actions required.

The review should identify learning rather than focus only on blame.

25.5 Serious incident notification

Depending upon the circumstances, KRMA may need to notify:

- its insurer;
- governing or safeguarding body;
- children's social care;
- the Local Authority Designated Officer;
- the Disclosure and Barring Service;
- the Health and Safety Executive;
- a venue;
- an employer;
- or another regulatory or contractual body.

Notification should be based on the facts and applicable reporting requirements.

25.6 Support for the child

Support may include:

- a trusted adult;
- an individual safety plan;
- adjusted supervision;
- a gradual return;
- alternative class arrangements;
- a safe or quiet space;
- SENDI adjustments;
- trauma-informed support;
- referral to external services;
- parent meetings;
- or monitoring.

The child should be involved in planning wherever appropriate.

25.7 Support for parents and carers

Parents and carers may require:

- clear factual information;
- an opportunity to ask questions;
- details of changes made;
- safeguarding guidance;
- signposting to appropriate services;
- support completing an individual plan;
- and reassurance about future arrangements.

KRMA cannot disclose confidential information concerning another child, family or staff member.

25.8 Support for other children

Witnesses and other students may feel:

- frightened;
- guilty;
- confused;
- responsible;
- or concerned that the child will disappear again.

KRMA should provide proportionate reassurance and monitor wellbeing.

Children must not be blamed for failing to notice or report the departure unless a separate serious conduct issue requires consideration.

25.9 Support for staff and volunteers

Missing-child incidents can be distressing for staff and volunteers.

Support may include:

- an operational debrief;
- safeguarding supervision;
- welfare check-ins;
- access to support services;
- clarification of procedures;
- additional training;
- and time to provide an accurate written account.

A welfare debrief must remain separate from any formal disciplinary or safeguarding investigation.

25.10 Repeated incidents

Repeated missing or unauthorised-absence incidents require a formal review.

The review should examine:

- patterns;
- triggers;
- times;
- venues;
- staff changes;
- class transitions;
- sensory conditions;
- relationships;
- bullying;
- family circumstances;
- medical needs;
- online contact;
- transport;
- exploitation;
- and the effectiveness of previous controls.

Further participation may require an updated safety plan.

Restriction or suspension should only be considered after reasonable adjustments and safeguarding responsibilities have been examined, unless immediate safety requires urgent action.

26. Training, Monitoring and Policy Approval

26.1 Staff induction

Relevant staff, instructors and volunteers must receive information about:

- how responsibility begins and ends;
- attendance and handover;
- immediate reporting;
- police escalation;
- protecting the remaining group;
- search coordination;
- unauthorised departure;
- physical intervention limits;
- SENDI considerations;
- safeguarding;
- and incident recording.

Junior instructors must receive an age-appropriate explanation of their limited role.

26.2 Scenario training

KRMA should periodically use practical scenarios covering situations such as:

- a child missing from class;
- a child leaving through an exit;
- a child missing at a competition;
- a child unaccounted for at a service station;
- an absent residential participant;
- suspected unlawful collection;
- and a child at high risk because of disability or medical need.

Scenario training should clarify:

- who becomes Incident Lead;
- who supervises the remaining children;
- who calls police;
- which areas are searched;
- who contacts parents;
- and who maintains the incident log.

26.3 Venue information

Relevant staff should know:

- entrances and exits;
- toilets and changing rooms;
- emergency assembly points;
- high-risk surroundings;
- access to CCTV;
- security contacts;
- and the venue's own missing-child arrangements.

26.4 Monitoring

KRMA will monitor:

- missing-child incidents;
- unauthorised departures;
- near misses;
- attendance discrepancies;
- collection failures;
- open-exit concerns;
- repeated risk patterns;
- external venue issues;

- training needs;
- complaints;
- safeguarding referrals;
- and actions from previous reviews.

26.5 Policy review

This policy will be reviewed:

- at least annually;
- following every significant missing-child incident;
- following repeated unauthorised absences;
- after changes to legislation or guidance;
- following police or safeguarding recommendations;
- after a significant venue or operational change;
- following introduction of new travel or residential arrangements;
- or whenever KRMA identifies that the policy may no longer be effective.

26.6 Policy availability

This policy should be available to:

- staff;
- instructors;
- volunteers;
- trip leaders;
- and relevant parents and carers.

Operational quick-reference procedures should also be available at KRMA venues and during trips.

Missing Child Emergency Summary

When a child is unaccounted for:

1. **Alert the lead instructor immediately.**
2. **Appoint a Missing Child Incident Lead.**
3. **Protect and supervise the remaining children.**
4. **Confirm the register, handovers and last confirmed sighting.**
5. **Assess immediate risk.**
6. **Call 999 immediately where the child is young, vulnerable or in danger.**
7. **Allocate and record coordinated search areas.**
8. **Contact the parent or carer without delaying emergency action.**
9. **Maintain a timed incident log.**
10. **Follow police instructions.**
11. **When found, prioritise welfare and safeguarding—not blame.**
12. **Record, report and review the incident.**

Safeguarding Contacts

Designated Safeguarding Lead: Kayleigh Humphreys

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

Deputy Designated Safeguarding Lead: Andrew Banks

Where a child is in immediate danger or a young or vulnerable child is missing, call **999**. Humberside Police advises using **101** or its online reporting route where the person is missing but is not believed to be in immediate danger.

Policy Approval

Policy title: Missing Child & Unauthorised Absence Policy

Organisation: Koku-Ryu Martial Arts

Version: 2.0

Policy owner: CEO and Chief Instructor

Safeguarding responsibility: Designated Safeguarding Lead

Designated Safeguarding Lead: Kayleigh Humphreys

Deputy Designated Safeguarding Lead: Andrew Banks

Approved by: Andrew Banks – CEO and Chief Instructor

Effective date: 13 July 2026

Next review date: 13 July 2027

Declaration

Koku-Ryu Martial Arts is committed to ensuring that every child placed under its supervision is:

- welcomed safely;
- registered accurately;
- supervised appropriately;
- protected during transitions;
- and handed over securely.

Where a child becomes missing or leaves without permission, KRMA will respond immediately and according to risk.

There is no fixed waiting period before seeking emergency assistance. The safety of the child and the remaining group will take priority over routine activities, schedules or concerns about inconvenience.

Every incident will be treated as a potential welfare and safeguarding concern. The child will be received with reassurance rather than blame, and KRMA will work with the child, family and relevant agencies to understand what happened and reduce the likelihood of recurrence.