

Hakeford Woods Forest School

Lost or Missing Person Procedure

New and unknown areas of countryside, especially woodlands can be disorientating, especially when participants are unused to this kind of environment. Our Forest School site does not have walls or fences on all of its boundaries. A lack of barriers can be beneficial and allow a sense of freedom for all, but it may lead to participants getting lost or disorientated. In order to limit the chance of this happening we will employ the following procedures.

During an individual's first session at Hakeford Woods, we will try to encourage them to take an interest in their surroundings which should enable them to find their bearings should they become disorientated.

Adults will communicate and remind participants each session that they must stay within the designated boundary for the day's activities. These boundaries will be chosen at the beginning of the session and all participants will be made aware of them.

The group or sub-group will be counted in and checked at the start and end of the session, then at other relevant points during the day, especially when activities are taking place that involve members splitting up.

Clear communication within the group will encourage collective responsibility for each other's safety. Leaders and assistants will strive to be approachable and should be made aware if there are concerns about a participant's location.

Children will be taught to respond to "1,2,3 Where are you?" They are expected to respond by shouting "1,2,3 Here I am ."

If a child can't be accounted for or is suspected lost or missing person:

- The Forest School Leader will ensure that the other children are in the care of the assistant and immediately search and call for the missing child.
- The Forest School Leader will engage another adult in the search provided that staff ratios permit this.
- After five minutes of searching without success, The Forest School Leader will contact emergency services for help.
- The Forest School Leader will also contact the parents and group base (if applicable) and continue searching for the child whilst waiting for the emergency services to arrive.
- Emergency procedures will be followed during and after a lost child incident.

Approved



Stuart Young (Managing Director)

Adopted on **(24/11/2018)** Review Date **(24/11/2019)**