



Lost Child Policy – JAM Activity Camps

Reviewed / Updated: January 2026

Next Review Due: January 2027

1. Purpose

JAM Activity Camps aims to ensure the safety and welfare of all children in our care. This Lost Child Policy sets out clear procedures to prevent children from becoming lost and details how staff must respond if a child is unaccounted for.

2. Scope

This policy applies to all staff, volunteers, session leads, and visitors at JAM Activity Camps during all camp activities, including indoor, outdoor, on-site and off-site events.

3. Principles

- Every child's safety and wellbeing is a priority.
- Staff must know at all times the location and wellbeing of each child in their group.
- Robust systems must be in place to prevent a lost child situation.
- If a child becomes lost, swift action must be taken.

4. Definitions

A lost child is defined as a situation where a child is not accounted for or cannot be located during camp activities.

5. Responsibilities

Camp Director:

- Ensures this policy is implemented and reviewed.



- Ensures staff are trained.

Staff and Volunteers:

- Maintain headcounts and supervision.
- Report immediately if a child is missing.

Parents/Carers:

- Provide up-to-date contact details.
- Notify staff of collection changes.

6. Prevention Measures

- Attendance registers completed daily.
- Regular headcounts.
- Clear boundaries communicated.
- Staff positioned at entry/exit points.

7. Lost Child Procedures

Immediate Action:

- Alert staff.
- Search all areas.
- Supervise remaining children.

If not found within 5 minutes:

- Contact parent/carer.



If not found within 10–15 minutes:

- Call 999 and follow police guidance.

8. Recording and Reporting

- Complete Lost Child Incident Report.
- Inform Director.
- Review procedures.

9. Training

All staff receive induction and refresher training.

10. Review

Policy reviewed annually or after any incident.

Appendix – Lost Child Incident Report

Child's Name:

Date/Time:

Location Last Seen:

Description:

Actions Taken:

Outcome:

Staff Signature: