Missing or Lost Child Procedure

Clear, fast steps for staff if a child cannot be found at the academy, during an event, or at pick-up.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Purpose

Every minute matters when a child cannot be found. This procedure gives every staff member the same clear steps, so the search starts right away and no one has to guess what to do.

Immediate Steps

- The staff member who notices tells the lead instructor right away. Do not wait.
- One adult stays with the other students. Classes pause.
- Staff watch every exit. No child leaves until the missing child is found.
- Staff search the building quickly and fully, including restrooms, locker rooms, offices, storage areas, the parking lot, and nearby areas, with two adults where possible.
- Check the sign-in sheet and pick-up records to see whether the child was signed out.

Calling for Help

- If the child is not found within [5] minutes, call 911. Do not delay the call to keep searching.
- Call the child's parent or guardian right after calling 911.
- Give police a recent description: name, age, height, hair, clothing, and when and where the child was last seen.
- If the child may be with someone not on the approved pick-up list, or if there is a custody order on file, tell police right away.

After the Child Is Found

- Make sure the child is safe and give first aid if needed.
- Tell the parent or guardian, and police if they were called.
- Complete an incident report the same day.
- Review what happened and update supervision, sign-out, or building procedures if needed.

Staff Assignments

Lead for the search: _____

Person who calls 911: _____

Person who calls parents: _____

Person who stays with students: _____

Signatures

Owner or director name: _____

Signature: _____

Date: _____

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