



## Missing Child Drill – Manager Checklist

Managers must practice missing child drills at least **once per year** (or more frequently if required) to ensure staff are confident with the procedure.

**Before the Drill** - Choose a realistic scenario (e.g. during outdoor play or transition) - Inform staff that a drill will take place (do not involve children) - Prepare a register and role allocation

**During the Drill** - Time how quickly the missing child is identified - Check staff: - Notify the PIC immediately - Secure remaining children - Begin a systematic search - Follow escalation steps correctly

**After the Drill** - Record the date and staff involved - Review response times and communication - Identify any gaps in supervision or understanding - Provide feedback and refresher guidance - Update risk assessments or training plans if needed



## **Missing Child Drill Record**

**Setting Name:** \_\_\_\_\_

**Address / Site:** \_\_\_\_\_

**Type of Drill:** Missing Child (Practice Drill – No Children Involved)

**Date of Drill:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Person in Charge (PIC):** \_\_\_\_\_

**Staff Involved (Names & Roles):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **Scenario Used**

(Brief description of when and how the child was identified as missing)

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## Timeline of Actions

- Time missing identified: \_\_\_\_\_
- PIC notified: \_\_\_\_\_
- Remaining children secured: \_\_\_\_\_
- Search commenced: \_\_\_\_\_
- Drill concluded: \_\_\_\_\_

## Evaluation

### What Went Well:

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### Areas for Improvement:

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## Actions Agreed

(Training, supervision, environment, or procedure changes)

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## Outcome

- Staff followed procedure correctly
- Staff require further support/training



## Manager Sign-Off

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Inspection Prompt Notes for Managers

Inspectors may ask managers to:

- Explain how staff would respond if a child went missing
- Show evidence of staff training and drills
- Demonstrate how the setting meets EYFS safeguarding requirements or Out of School Childcare guidance
- Explain how learning from incidents or drills improves practice

Managers should be able to:

- Refer to this Missing Child Procedure confidently
- Produce completed drill records from the safeguarding file
- Explain how children are supervised, counted, and kept safe during transitions

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## EYFS and Safeguarding Alignment Statement

This procedure supports compliance with:

### **EYFS 3.4 – Safeguarding and Welfare Requirements**

The provider takes necessary steps to safeguard and promote the welfare of children, including having clear procedures to follow if a child is missing or unaccounted for.

### **EYFS 3.6 – Staff Training and Awareness**

Staff are trained to understand safeguarding policies and procedures and know what action to take to protect children from harm.

For children aged **5–11** and non-EYFS provision, this procedure aligns with **Out of School Childcare guidance**, which requires providers to:

- Keep children safe and supervised at all times
- Maintain accurate registers and headcounts
- Have clear procedures for emergencies, including missing children

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