



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)



Timeline of Actions

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

Evaluation

What Went Well:

Areas for Improvement:

Actions Agreed

(Training, supervision, environment, or procedure changes)

Outcome

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



Manager Sign-Off

Name: _____

Role: _____

Signature: _____

Date: _____



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

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
