

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Lost Child or Missing Child  
Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Lost Child or Missing Child
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<b>Authorised By</b>	Mr. Jake Byrne
<b>Agreed By</b>	Mr. Neil Byrne
	Miss. Alyssia Weekes

# *Policy Logistics*

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

## *Umbrella organisation and governance structure*

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

# 1. Policy statement and commitment

The Karate & Dance Federation is committed to the safety and wellbeing of all children in its care. Children who go missing, even briefly, are at risk and must be located quickly and safely.

This policy outlines procedures for the prevention, management, and reporting of incidents where a child is lost or goes missing during Federation activities, events, or travel. Safeguarding principles are paramount, and timely action is critical to ensuring child safety.

## 2. Scope and application

This policy applies to all children and young people attending Federation classes, gradings, performances, trips, or events.

It applies to all staff, volunteers, and contractors responsible for supervising children, ensuring that appropriate procedures are followed to prevent and respond to missing child incidents.

## 3. Prevention measures

The Federation takes proactive steps to minimise the risk of children going missing:

- Children are registered and attendance recorded at the start and end of every session using **MyKDF**.
- Staff-to-child supervision ratios are maintained according to age, activity, and risk level.
- Children are taught clear expectations regarding staying with their group and notifying staff if they need to leave.
- Security measures, including access control, secure exits, and headcounts, are used at all venues.
- Regular headcounts occur throughout sessions, transitions, breaks, and trips.

## 4. Immediate response if a child is missing

If a child is identified as missing, the following steps are taken immediately:

1. Staff conduct a thorough search of the immediate area while maintaining supervision of other children.
2. Remaining children are kept together in a safe location under adequate supervision.
3. Senior staff are notified without delay.
4. The child's attendance and last known location are checked via **MyKDF records**.
5. Parents or carers are contacted immediately using **MyKDF contact details**.
6. If the child cannot be located quickly, local emergency services and safeguarding authorities are contacted.

## 5. Communication and escalation

The Federation maintains clear lines of communication during a missing child incident:

- Senior leadership coordinates the response and communicates with staff, parents, and authorities.
- Accurate information about the child, including appearance, age, last known location, and any medical or additional needs, is provided to emergency services.
- Media or public communication is managed by senior leadership and in accordance with safeguarding guidance.

## 6. After the incident

Once the child is safely located:

- A debrief is conducted with staff and volunteers to review actions taken, lessons learned, and any improvements needed in supervision or procedures.
- Parents or carers are fully briefed on the incident and the actions taken.
- The incident is recorded in detail in the child's **MyKDF profile**, including times, actions, communications, and outcomes.

## 7. Reporting and record keeping

All lost or missing child incidents are documented, including:

- Time and location of disappearance
- Staff and volunteers present
- Actions taken and communications made
- Outcome and recovery of the child

Records are securely maintained through **MyKDF**, ensuring confidentiality, auditability, and accessibility to authorised staff.

## 8. Roles and responsibilities

- **Senior Leadership:** Ensure that procedures are followed, liaise with parents and authorities, and conduct post-incident review.
- **Staff & Volunteers:** Supervise children, follow procedures, conduct searches, and record actions accurately in **MyKDF**.
- **Parents & Carers:** Ensure contact information is up to date in MyKDF and cooperate during incidents.

## 9. Training and awareness

All staff and volunteers receive training on lost and missing child procedures, including headcounts, supervision, MyKDF record keeping, and emergency escalation.

Staff participate in scenario-based training to ensure swift, coordinated action in the event of a missing child.

## **10. Monitoring and review**

All lost or missing child incidents are reviewed to identify trends, improve procedures, and strengthen safeguarding practices.

This policy is reviewed annually, or sooner if required due to safeguarding guidance, operational developments, or legislative updates.