



Missing Child Procedure

Brighton Evolving Education Hub Ltd ("Beehub") | Version: September 2026
To be read alongside the Beehub Safeguarding Policy

1. Purpose

1.1 At Beehub we are always alert to the possibility that a child could go missing during a session. This procedure sets out how we reduce that risk and what we do if a child cannot be located.

2. Prevention

- 2.1 We carry out periodic head counts, particularly when moving children between locations.
- 2.2 Children are registered on arrival and signed out on collection, with arrival and departure times recorded, as set out in sections 5 and 6 of our Code of Conduct.
- 2.3 Children are not allowed to leave the premises during a session unless prior permission has been given by their parents.

3. If a child cannot be located

- 3.1 Staff will conduct a thorough search of the premises and the surrounding area.
- 3.2 If the child has not been found after ten minutes, the police will be informed. The General Manager will then contact the child's parents or carers.
- 3.3 Staff will continue to search for the child while waiting for the police and parents to arrive.
- 3.4 We will maintain as normal a routine as possible for the rest of the children, and will ensure that supervision levels remain appropriate throughout.
- 3.5 The General Manager (Ruth Lovegrove) will liaise with the police and with the child's parent or carer. Where the General Manager is not present, the Deputy Designated Safeguarding Lead (Tom Smith) will take this role.

4. Afterwards

- 4.1 The incident will be recorded in the Incident Log on the day it occurs.
- 4.2 A review will be conducted of the incident, of any related incidents, and of the relevant policies and procedures. We will identify and implement any changes necessary.
- 4.3 Where appropriate, the incident will be reported to Ofsted and to the Designated Safeguarding Lead, in accordance with our Safeguarding Policy.

5. Children not collected

- 5.1 This procedure covers a child who cannot be located during a session. Where a child has not been collected at the end of a session, the arrangements in section 6 of our Code of Conduct apply.

6. Contacts

Front Door for Families	01273 290400
Out of hours Emergency Duty Service	01273 335905
LADO	ladoenquiries@brighton-hove.gov.uk
Prevent Co-ordinator	01273 290584 or 07717 303292
Police	101 (non-emergency) or 999 (emergency)
NSPCC helpline	0800 800 5000
Ofsted	0300 123 1231 (Beehub registration 2793276)

Reviewed and updated by Tom Smith (Director) and Ruth Lovegrove (General Manager and Designated Safeguarding Lead). Version: September 2026. Next review: September 2027.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton.