

# Lost Child Policy



## Of British Wadokai

英国和道会空手道連盟 - 本部道場

Valid from 1<sup>st</sup> January 2023

FEDERATION PRESIDENT  
& CHIEF INSTRUCTOR  
Gary E Swift (9th Dan) Hanshi

British Wadokai is a Full-Member of the  
**British Wado Federation**

## Lost Child Policy

All children are accounted for within the Dojo and their arrival is also included in the register and Dojo staff make regular head counts. If a child is missing, staff will alert the Sensei (or Leading Instructor in charge) who will calmly check both inside and outside the building. If there is no sign of the child the Police are contacted immediately and parents are also informed of the situation. Dojo staff would then wait for the Police to arrive and follow their instructions. *The Leading Instructor and staff would continue the search whilst awaiting the Police.*

The British Wadokai Child Protection Officer would be contacted and a written report, sent by the Leading Instructor, informing them of the incident.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times. See 'Trips Away Policy' and 'Child to Adult Ratios Policy'.

If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time (up to 15 minutes – shorter if in a busy area) then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

This policy was reviewed in January 2020.