



Rise & Regulate

Missing Learner Procedure

Safeguarding Lead & Director: Danny Collins

Provision: Multi-venue (gyms, martial arts facilities, outdoor environments)

Language: 'Learner' used throughout

Review Cycle: Annual or following incident

1. Purpose

To outline the response when a learner is unaccounted for during a session.

2. Immediate Actions

- Remain calm
- Supervise remaining learners
- Conduct immediate search of area
- Check toilets, changing rooms, exits

3. Escalation

If learner not located within short timeframe:

- Contact Safeguarding Lead
- Inform venue staff
- Contact referring school
- Contact parents/carers

4. Police Involvement

Police should be contacted if:

- Learner cannot be located
- There are safeguarding concerns
- Risk is assessed as high

5. Recording

Record:

- Time learner last seen
- Actions taken
- People contacted

6. Roles and Responsibilities

Danny Collins:

- Lead search and escalation
- Maintain supervision of group
- Communicate with authorities

7. Multi-Venue Considerations

- Awareness of exits
- Venue layout understanding
- Risk assessment on arrival

8. Review

Reviewed annually or after incident.