



MISSING CHILD POLICY

Hopefully no child will ever go missing from a team or event; this can be a very traumatic situation for both the child and adults. Panic levels can be minimised and the child can hopefully be found in an organised and efficient manner, by being aware of some simple pre-defined guidelines.

1. If the child has a mobile phone, try calling them.
 2. Take a minute or two to organise the search properly, including changing rooms, toilets, public and private areas. Ensure other children in your care are looked after appropriately while you organise a search for the child concerned. Mobilise all available responsible adults and allocate tasks accordingly.
 3. A nominated person should remain at the site of the activity or last known point of contact in case the child returns. Ensure they have details of events including a detailed physical description of the child (name, gender, age, approximate height, build, hair and eye colour and clothing), as well as where they were last seen.
 4. If the child cannot be found after a thorough search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate their child. This is important and the child may have already contacted them directly.
 5. If the venue has a public address system, announce a meeting point where the child can go. It is also useful to give the description of the child.
 6. Undertake a more detailed search including venue exits. Check any obvious potential danger spots such as nearby lakes or rivers. Request all those searching to report back within a brief time with an update.
 7. If the child is not found after the extended search, or after 20 minutes, even if the search is not complete, contact the parents again to inform them you will now report this to the police.
 8. Complete any further action recommended by the police.
- At any stage when the child is located, inform the parents / carers, all adults involved and the police if they have been involved.
 - Make sure the child and anyone else affected are OK and provide additional support as required.
 - All missing child incidents **MUST** be notified at the earliest opportunity to the Club Safeguarding Officer (Jo Colby 07947 038 495) to mitigate any risk of reoccurrence.