

APPENDIX 13

MISSING CHILD POLICY

Hopefully no child will ever go missing from your club. If they do remember most children are found within a few minutes of their disappearance.

However, if a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police
- **A report should go to the police no later than 30 minutes after the child's disappearance is noted even if the search is not complete.**
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the child is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the Club Welfare Officer who will inform the Association CPO and the BAB Lead CPO.