

Founded 1850



## Missing Children Policy

A child going missing will be an extremely traumatic event – for adults and for children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and even more critically, the missing child can hopefully be found in an organised and efficient way. Hopefully no child will ever go missing from the Club. If they do, please remember that most children are found within a few minutes of their disappearance.

If a child goes missing then the following actions should be taken:

- The Club will ensure that the other children in their care are looked after appropriately while a search is organised for the child concerned.
- The Club will inform the child's parents / legal guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern.
- The Club will 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. All those searching will report back to a nominated adult at a specific point.
- This nominated person should remain at this specific reference point and must make a note of the events, including detailing a physical description of the child including approximate height, build, hair and eye colour as well as clothing the child was wearing and where / when they were last seen, as this will be required by the police.
- If the search is unsuccessful then the Club will report the concern to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.
- The Club will then act on any guidance given by the police.
- If the child is located then all adults concerned will be informed, including the police if they are by then involved.
- All missing child incidents **MUST BE** notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Child Protection Team.

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