

Missing or lost child policy

Procedure for a missing/lost child at training or an event:

If a child goes missing during an event, the club/organisation will apply the following procedure:

- ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out
- organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area; request all those searching report back within a short time, dependent on the size of the area being searched
- if the child cannot be found after a good 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 the child
- make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police
- report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
- follow police guidance if further action is recommended and maintain close contact with the police
- report the incident to the designated safeguarding officer
- ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located