



## **Missing Child Procedure**

### **Introduction**

It is hoped that no young person will ever go missing from a sport activity. If they do, most are found within a few minutes of their disappearance. This club procedure will be followed if any young person leaves a training session or fixture and the coach, or those responsible, do not know their location.

### **Procedure**

The following actions will be taken:

- Ensure other young people are looked after appropriately while you organise a search for the missing young person.
- If the young person's parent/guardian is not present, they should be telephoned and advised of the concern. Reassure them that you are doing all you can to locate their young person, asking for any information they may have.
- Either the parent/guardian or the club official should try and contact the young person on their mobile phone.
- Divide up available responsible adults to search specific areas. 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 young person has gone missing, including changing rooms, toilets, public and private areas and the facility's grounds.
- Request that all those searching report back to you or to a nominated adult at a specific location and time. Record who searched which areas.
- This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing they were wearing, and where they were last seen, as this will be required by the police.

The police should be contacted as soon as it is established that the child is not in the building or immediate vicinity and no later than 20 minutes after the child's disappearance is noted, even if the search is not yet complete.

- The police may recommend further action to be taken before they get involved; you should follow any guidance they provide.
- If the police decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents/guardians, searchers and police if by then they are already involved.
- Inform the Club Designated Safeguarding Lead as soon as possible, even if the child is found within a short time and the matter is safely concluded.