



MISSING CHILD: ACTION TO TAKE

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 does go missing, the following guidelines have been devised to clarify actions that should be taken.

This guidance should be followed at normal club sessions and any away from home events

- 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, 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 to search the immediate local area. 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 venue grounds.
- Request all those searching report back to you or a nominated adult at a specific point and by a specified latest time.

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 you have involved them

Make sure that any other children at the Club are safe and being supervised appropriately throughout the search. Do not allow other children to join in the search.

Refer the concern as soon as possible to your club Welfare Officer who will inform the Alliance Lead Safeguarding Officer.