



## Berkswell CC - Missing Children Policy

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way.

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

If a child, goes missing, we will take the following actions:

- Ensure other children in our care are looked after appropriately while we 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 of the concern. It is important to call the parent/carer immediately as the child may have contacted them to tell them about their whereabouts.
- Organise all available responsible adults by areas to be searched.
- Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds.
- Request all those searching to report back to a nominated adult at a specific point.

This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police.

### **If the search is unsuccessful, you should then contact the police.**

- A report should go to the police no later than 20 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, always be guided by them in any further actions to take.
- At any stage when the child is located, ensure you inform all adults involved including the parents, searchers, and the police if, by then, they are involved.
- All missing child incidents **MUST BE** notified at the very earliest opportunity to one of the Club Safeguarding Officer – Natalie Horlor (07827 015541) who must immediately notify the County Welfare Officer, and they must then notify the ECB Safeguarding Team.