



Broomfield Park Swimming Club

Missing Child Policy

It is hoped that no child will ever go missing from our club. If they do remember most children are found within a few minutes of their disappearance. This policy should be followed if any child leaves a training session where the coach or teacher do not know their location.

- Ensure other young people are looked after appropriately while you organise a search for the missing young person.
- Inform the young person's parents if they are present at the event 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, asking for any information they might have.
- Either the parent/guardian or the club should try and contact the child on their mobile phone.
- Organise all 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 child has gone missing including changing rooms, toilets, public and private areas and the club/school grounds.
- Request all those searching report back to you or a nominated adult at a specific location and time. Record who searched each area.
- This nominated person should also be making a note of the events, including detailing a physical description of the young person 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 YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.**
- The police may recommend further action to be taken before they get involved; the club will follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage of the investigation, if the young person is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the Swim England Safeguarding Team.

