CABSC Missing Child Policy

It is hoped that no child will ever go missing from a sport activity. 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, teacher or those responsible for the activity do not know their location during the times the session is due to have run and where it is not confirmed that their parent or guardian is aware of their location.

If a child for whom your organisation has responsibility goes missing, the following actions should be taken.

- Ensure other young people are looked after appropriately while you organise a search for the missing young person.
- Inform the young person's parents/ guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child, asking for any information they may have.
- Either the parent/guardian or the club should try and contact the child 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 child 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.
- 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 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.
- Refer the concern as soon as possible to the Swim England Child Safeguarding Team

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