

Missing Child Policy

It is hoped that no child will ever go missing from a City of Leicester Swimming Club activity. If they do, please remember that most children are found within a few minutes of their disappearance.

This policy will be followed if any child leaves a training session, or any event or competition where the City of Leicester Swimming Club is responsible for the child, and where the coach or those responsible for the activity do not know the location of the child during the times that the session is due to have run, and where it is not confirmed that their parent / guardian is aware of their location.

If a child goes missing whilst the City of Leicester Swimming Club is responsible for them, the following actions will be taken. The club will:

- Ensure that other young people are looked after appropriately whilst we organise a search for the missing young person.
- Nominate an appropriate, responsible adult to coordinate all actions in the search for the missing child.
- Inform the child's parents / guardians if they are present at the event or an appropriate person will be nominated to telephone them and advise them of the concern. The club will do everything it can to locate the child, therefore parents / guardians will be asked for any relevant information that they may have.
- Try to contact the child on their mobile phone if they have one. This will be done by either the parents / guardians or officers of the club.
- Divide up available, responsible adults to search specific areas. We will take a short time to organise the search properly so that all places are searched fully.
- Fully search the area in which the child has gone missing to include changing rooms, toilets, public and private areas and the facility's grounds.
- Instruct all those searching to report back to the lead coordinator or a nominated adult at a specific location and time, who will make a record of who searched which areas.
- Ensure that the nominated adult will also make a note of the events, including a physical description of the young person (approximate height, build, eye colour, hair colour and style, the colour, brand and type of clothing they were wearing when last seen) as this information will be required by the police.
- Report the concern to the police if the search is unsuccessful.

A report will be made 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; we will follow any guidance they provide.

- If the police decide to act upon the concern we will follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the child is located, the club will inform all adults involved including the parents / guardians, searchers and police if by then they are already involved.
- The concern will be referred as soon as possible to the Swim England Safeguarding Team.