



MISSING CHILD POLICY

Hopefully no child will ever go missing whilst in the care of Actonians Cricket Club (the Club). However, if they do, the following policy must be followed as soon as the disappearance is noticed. If a child does go missing, (please) remember that most children are found within a few minutes of their disappearance.

Steps to be undertaken if a child, for whom the Club has responsibility, goes missing.

- Ensure all other children in the Club's care (of Actonians Cricket) are looked after appropriately whilst a search is organised for the child concerned.
- Nominate one adult as the central contact person for the search.
- Inform the child's parents, if they are present at the event. Otherwise, the central contact person must telephone them and advise of the concern. Reassure them that everything possible is being done to locate their child. Remember the child may contact the parents directly so this action is very important.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Searchers must be sent immediately to all exits of the venue to ensure that the child has not left and also to any obvious potential danger areas e.g. 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 the nominated central contact person at a specific location and point in time.
- The central contact 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 then contact the police.
- A report must 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 all adults involved, including the parents, searchers and the police if, by then, they are involved, are informed.
- All missing child incidents must be notified at the very earliest opportunity to the Club Safeguarding Officer, who must immediately notify the County Safeguarding Officer.