



Missing Children

Introduction

In the rare event that a child goes missing from a club, the following guidelines have been devised to outline the actions that should be taken. At the point that a child has been identified as missing the club should:

- Ensure that other children in the group are looked after appropriately while a search for the child concerned is conducted.
- Inform the child's parents if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done to locate the child.
- 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.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to a nominated adult at a specific point.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen
- Prepare a detailed physical description of the child, including:
 - Approximate height, build, hair and eye colour, clothing he/she was wearing, as this will be required by the police
- Report the concern to the police if the search is unsuccessful. This must happen no later than 30 minutes after the young person's disappearance is noted, even if the search is incomplete.
- Follow police guidance if further action is recommended and maintain close contact with the police



- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located
- Refer the concern ASAP to the BWL Lead Child Protection Officer.

If an athlete or young volunteer is suspected of being missing, the flow chart below must be followed:



