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WORLINGWORTH CRICKET CLUB

Missing Children Policy and Procedures

**Introduction**

It is exceedingly rare for a child to go missing, and if they do, they are usually found within a few minutes. However, if a child goes missing it can be very traumatic and it is important to be calm and systematic. These guidelines are designed to help anyone who needs to manage the search for a child to do so in an efficient and organised way.

**Actions to be taken if a child goes missing:**

If a child, for whom you are responsible, goes missing the following actions should be taken immediately:

1. Ensure other children in your care are looked after appropriately while you organise a search for the child concerned. Managing mobiles!!!
2. Nominate a Search Co-ordinator – this could be you or another responsible adult. The Search Co-ordinator should not be related to the child or emotionally close to them.
3. Ensure you inform the child’s parents, either speaking to them directly, if they are present at the event, or by nominating an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. *Remember the child may contact the parents directly so this action is very important*
4. The Search Co-ordinator should organise all available responsible adults to be searchers. Each searcher should be allocated with an area to search and have clear instructions about where to report back to once they have either found the child or finished searching. *It is best to take a short time to organise the search properly before people begin so that all places are searched fully and efficiently.*
5. Send searchers to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers.
6. Search the area in which the child has gone missing including changing rooms, toilets, public and restricted areas and the club’s grounds
7. The Search Co-ordinator should remain at the agreed meeting point for the search team throughout and should 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 they become involved.
8. If, after 20 minutes from the time the child was noted to be missing, the search is unsuccessful you should contact the police (see next section)
9. At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if they have become involved.

**When to involve the police**

You should contact the police to report the child is missing no later than 20 minutes after the child’s disappearance is noted, even if the search is not complete

Once a report has been made to the police you should follow their instructions regarding next steps:

* 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.

**Reporting the Incident to the Club Welfare Officer**

You must notify the Club Welfare Officer (Rob Bensly Tel:07795-140775) at the earliest opportunity that a missing child incident has occurred. The Club Welfare Officer will immediately notify the County Welfare Officer, who in turn will notify the ECB Safeguarding Team.

After the incident is over, the Club Welfare Officer will investigate the incident and prepare a report for the Club Committee to identify any lessons learnt and any possible recommendations regarding adjustments to Club policies and procedures to minimise the future likelihood of a reoccurrence.

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