



## **KCC Missing Child Policy**

### **Introduction**

Hopefully no child will ever go missing and it is important to remember that if they do, most are found within minutes of their disappearance. However, a child going missing is a traumatic event and it is important that there are some clear pre-defined guidelines to help locate the child in an organised and efficient manner whilst minimising panic levels. The club's policy takes its guidance from the ECB Missing Child Guidelines.

### **Club Policy**

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parent/guardian if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them that you are doing all you can to locate their child. The child may contact their parent/guardian directly so this action is very important.
- Organise all available responsible adults by areas to be searched. Taking a short time to organise the search properly will ensure that all places are searched fully.
- Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots such as nearby rivers or lakes. ● 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 a nominated adult at a specific point.
- This nominated adult 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 that the child was wearing and when and where they were last seen. The club requests that photographs of children are submitted at registration to be used

in the event that a child goes missing. The Safeguarding Officer is to be contacted to retrieve the photograph.

- If the search is unsuccessful, you should then contact the police. ● A report should 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 you inform all adults involved including the parents, searchers and the police if, by then, they are involved. ● All missing child incidents **MUST** be notified at the very earliest opportunity to the Club Safeguarding Officer, who must immediately notify the County Welfare Officer, and they must notify the ECB Safeguarding Team.

KW April 2025

Review: April 2026