

Launceston Swimming Club – Missing Child Policy

Launceston Swimming Club

Version Control Sheet

Policy Name: Missing Policy

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Document date	Filename	Meeting submitted	Summary of changes required	Date of review
01-05-15	Missing Child Policy	Committee meeting 19-06-15	New policy	September 2016
23-09-16	Missing Child Policy	Reviewed by LSC Officers	None	September 2017
15-09-17	Missing Child Policy	Reviewed by LSC Officers	None	September 2018

Missing Child Policy

The following guidelines have been devised to clarify actions that should be taken once it becomes known that a Child is missing from the Leisure Centre Training Session/Gala/Event:

Procedures

1. Ensure the other young people in your care are looked after appropriately, while you organise a search for the young person concerned.
2. Inform the young person's Parents, if they are present at the event. If Parent's are not present, their details will be held by the Team Manager at an event, or are held securely in the Club's locked 'box file' at Phoenix Leisure Centre, which can be accessed by the Duty Manager.
3. After a preliminary search has been taken, nominate an appropriate person to telephone the Parents if they are not present and advise them of the concern. Reassure them you are doing all you can to locate their Child.
4. 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.
5. Search the area in which the Child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
6. Request all those searching report back to you or a nominated adult at a specific point.
7. This nominated person should also be making a note of the events, including detailing a physical description of the young person including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/ she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police.
8. A report should go to the Police no later than 30 minutes after the Young Person's disappearance is noted, even if the search is not complete.

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9. If the police recommend further action before they get involved, follow their guidance.

10. If the police act upon the concern be guided by them in any further actions to take.

11. At any stage the young person is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.

12. Refer the concern as soon as possible to the ASA Safeguarding Team.

Written 04/07/14

Revised 01/05/15