



NOTTINGHAM PORTLAND SC

Missing Child Policy

If a child for whom the Club has responsibility goes missing, in accordance with ASA guidelines, the Club will endeavour to take the following actions:

- Ensure the other young people in the Club's care are looked after appropriately whilst we organise a search for the young person concerned.
- Inform the young person's parents, if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them we are doing all we can to locate their child.
- Organise all available responsible adults by areas to be searched, taking a short time to plan 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 facility's grounds.
- Request all those searching report back to the person in charge or a nominated adult at a specific point.
- This nominated person should also make a note of the events, including detailing a physical description of the young person including approximate 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 the Club official should then report the concern to the police.
- A REPORT SHOULD GO TO THE POLICE NO LATER THAN THIRTY (30) MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.
- If the police recommend further action before they get involved, the Club will follow their guidance.
- If the police act upon the concern, the Club will be guided by them in any further actions to take.
- At any stage the young person is located the Club will inform all adults involved including the parents, searchers and police, if by then involved.
- Refer the concern as soon as possible to the ASA Safeguarding Team.