

# **CALVERTON AND BINGHAM SWIMMING CLUB**

## **Missing Child Policy**

It is hoped that no child will ever go missing from CABSC. If they do, it is important to remember that most children are found within a few minutes of their disappearance. However, if a child for whom our organisation has responsibility for goes missing, the following guidelines have been devised to clarify the actions that should be taken.

- Ensure the other young people in our care are looked after appropriately while we organise a search for the missing young person.
- Inform the young person's parents/ guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that we are doing all we can to locate their child.

Either the parent/guardian or member of CABSC should try and make contact with the young person via their mobile telephone.

- Divide up all the available responsible adults into 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 organisation's grounds.
- Request all those searching to report back to a nominated adult at a specific location and time. Record who searched what areas.
- This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of 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 we will then report the concern to the police.

The police may recommend further action to be taken before they get involved; we will follow any guidance they provide.

- If the police decide to act upon the concern, we will follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, we will inform all adults involved including the parents/guardians, searchers and police if by they are already involved.

If there is any ongoing concern about the safety of a child, refer the concern as soon as possible to the Swim England Safeguarding and Welfare Team.

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