

## **Missing children and young people at events: procedure and flow chart**

### **Procedure:**

If a child goes missing during an event, the club/organisation will apply the following procedure:

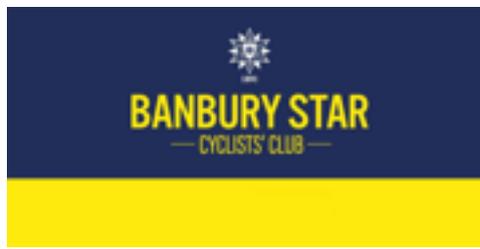
- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
- Report the concern to the police if the search is unsuccessful and **no later than 20 minutes after the initial missing person report** if the search is ongoing.
- **Follow police guidance** if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

### **Process flowchart:**

If an athlete or young volunteer appears to be missing, the flow chart below identifies the process to be followed. There may well be access to photographs of all young people at the event and if so these can be used to help provide the police with a description should this be necessary.

Coach, friend or other person notices the absence of a young person Staff present, in conjunction with the club/team/school Safeguarding Officer, to make assessment of the situation.





Coach, friend or other person notices the absence of a young person



Staff present to make assessment of the situation.  
Immediate concern e.g. child seen stepping into a car  
- contact the event safeguarding lead/police  
Otherwise conduct immediate search of appropriate area.  
Do not send other young people to search!



Ensure safeguarding lead is informed.



Ensure event staff are informed



**CONTACT THE POLICE!**  
**PARENTS TO BE INFORMED**



Extend search to likely venues. If child is found, call off the search and inform all relevant parties.



Incident to be logged and discussed at the next event Safeguarding Panel. Feedback to be given as required to relevant parties.

MAX  
20  
MINS

