



## **Tunbridge Wells Borderers Cricket Club**

**Home Ground: St. Marks Playing Field, Frant Road, Tunbridge Wells, Kent TN2 5LS**

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# Missing Children Policy

A child going missing could be an extremely traumatic event for everyone. This Policy sets out some simple pre-defined guidelines, which will minimise panic levels and even more critically, will help find the missing child in an organised and efficient way.

Please remember most children are found within a few minutes of their disappearance.

### **Guidelines**

- The Senior Coach is to be informed that the child is missing, and will take control. He will ensure the other children in the Club's care are looked after appropriately while a search for the missing child is organised.
- The child's parents are to be informed if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. They will need to be reassured that the club is doing all it can to locate their child. They are to be provided with details of the location of the incident, and any contact details e.g. mobile phone numbers. Remember that the child may contact the parents directly so this is very important.
- All available responsible adults will be organised by the Senior Coach to carry out the search. It is best to take a short time to organise the search so that all places are searched fully. Details of the child will be obtained, including approx. height, build, hair and eye colour as well as clothing the child was wearing.
- The area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds are to be searched.
- All those searching will be required to report back to the Senior Coach at a specific point or at a specific time by mobile phone.
- The Senior Coach should remain at this specific reference point and must make notes of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing the child was wearing and where and when they were last seen, as this will be required by the police. If the search is unsuccessful the Senior Coach will then report the concern to the police.
- The Senior Coach will contact 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, their guidance will be followed.
- If the police act upon the concern, the Club will be guided by them in any further actions to be taken.
- At any stage when the child is located, the Senior Coach will inform all adults involved including the parents, searchers and police if they are by then involved.
- All missing child incidents WILL BE notified, at the very earliest opportunity, to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB CPT.