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## Totton & Eling Cricket Club Missing Child Guidelines

If a child, for whom your club has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in your care are looked after appropriately
- Organise a search for the missing child
- Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- 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
- Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots
- Search the area in which the child has gone missing including changing rooms, toilets, and the club's grounds
- Nominate an adult and a specific reference point for those searching to report back to
- This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful Totton & Eling Cricket Club will then contact the police
- A report will go to 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, follow their guidance

- If the police act upon our concern, Totton & Eling Cricket Club will be guided by them in any further actions required.
- At any stage when the child is located, Totton & Eling Cricket Club will inform all adults involved including the parents, searchers and the police if, by then, they are involved
- Totton & Eling Cricket Club will, in respect of any missing child incidents notify at the very earliest opportunity the Totton & Eling Cricket Club Welfare Officer, who will then immediately notify the County Welfare Officer, who will then notify the ECB Safeguarding Team