



Cam Cricket Club
The Pavilion, Everlands,
Cam, Dursley,
Gloucestershire, GL11 5NL
welfare@camcc.co.uk



MISSING CHILD POLICY

Policy statement

Children's safety is always maintained as the highest priority both on and off premises. Every attempt is made through carrying out the outing's procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises:

- As soon as it is noticed that a child is missing the key person/staff alerts the senior coach.
- The senior member of staff calls the police and reports the child missing and then calls the parent.
- The senior member of staff will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- Parents/carers should be aware of exit areas all times to maintain safety.
- Parents/carers attending any groups, sessions or drop-ins within the organisation are responsible for their own children at all times.

Child going missing on an outing:

This describes what to do when staff members have taken a group on an outing, leaving the senior leader and/or other staff back in the setting. If the senior Leader has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The welfare officers and Janet Lane is contacted immediately, and the incident is reported.
- The designated person (normally coach) contacts the police and reports the child as missing.
- The setting leader contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.



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- Staff members take the remaining children back to the setting.
- In an indoor venue, the staff members contact the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader, or designated staff member, may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff members keep calm and do not let the other children become anxious or worried.
- The designated person (normally coach) speaks with the parent(s).
- The key person/staff member writes an incident report detailing:
 - a. The date and time of the report.
 - b. What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - c. When the child was last seen in the group/outing.
 - d. What has taken place in the group or outing since the child went missing.
 - e. The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The children may also be sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- Members of staff, volunteers and Trustees must not discuss any missing child incident with the press.

Date 03.04.21

Signed by  Print: STEVE BALLARD

Club Position: CHAIRMAN Next Review: 03.04.22