

## **4.5 Missing Child Guidance**

It is hoped that no child will ever go missing while at a BSAC club training venue. However it can and does very rarely happen and it is important club officers and instructors know what action to take should such an incident occur.

**Note. This policy does not relate to members believed to be in the water. You will have safe diving practices to cover such an incident.**

***Action to take when a child is reported missing***

- Stay calm and do not panic. Most children who go missing are found safe and well.
- Nominate one Officer/instructor to become the Officer in charge (OIC) at the outset.
- Ensure all other students under 18 years of age are properly supervised while the OIC and others adults take action in respect of the student who is missing.
- If there is a venue manager the OIC should nominate a responsible adult to inform them a child is missing. They will have staff that can assist and will want to be involved in any action taken.
- The OIC should nominate a responsible adult to inform the missing student's parents/carer as soon as possible that their child is missing. If they are not at the venue they should be contacted at their emergency phone. Reassure them the club Officers are doing all they can to locate their child.
- The OIC should organise a search ensuring all available responsible adults are given designated areas to be searched. It is important to ensure no place is searched twice and another not searched at all.
- The areas you should search will include where the child was last seen, the changing venue and toilet facilities, public areas if you are in a leisure centre, car park and any other area you believe they may be. Check any local facilities e.g. local shops.
- Request all those searching to come back to the OIC, if they find the student or as soon as their search is completed.
- Nominate a responsible adult to take notes of all actions taken and request they compile a physical description of the student who is missing. It may help to involve a friend of the student in this if the parent is not present.

- **IF AFTER 30 MINUTES FROM THE TIME THE STUDENT WAS REPORTED MISSING THEY HAVE NOT BEEN LOCATED CONTACT THE POLICE AND REPORT THE STUDENT MISSING.**
- The police will require details of the student including age, sex and ethnic origin, disability (if any), parents details, where they went missing and actions already taken.
- The police may suggest further action pending their arrival – take whatever action they request.
- The police will take over the search when they arrive – be guided by them as what, if any, further action you should take.
- Ensure the parents are kept updated of all action taken.
- When the student is located inform the parents and all other parties involved including the police if they have been contacted.
- If the CWO is not involved at the time a referral should be made to them at the earliest opportunity with details of what took place and action taken. The CWO will wish to consider “lessons learnt” and speak to relevant persons involved.