



Missing Child Policy

Cleethorpes and District Swimming Club Ltd.

Cleethorpes and District Swimming Club (the Club) adopts all contractual policies and procedures defined by their governing body the Amateur Swimming Association (Swim England).

1. Principles.

As a club overseen by trained coaches, teachers and volunteers operating in a safe and secure environment, the likelihood that a child in our care should go missing is limited. However, in the event that a child for whom the club has responsibility should go missing, the following guidelines have been devised to clarify the actions that should be taken.

2. Contact.

As soon as a child is defined as 'missing' from their squad, lesson, or the pool area the designated club person / Head Coach will:

- Inform the child's parent(s) if they are present or nominate an appropriate person to telephone them and advise them of the concern (this must be completed even if the child has attended with a friend / other team member.)
- Reassure them you are doing all you can to locate their child.
- Try and contact the child on their mobile phone (or ask the parent / friend to do so.)

3. Venue Security and Search – Sole Use.

- The Club will ensure that all entrances and exits to the building / venue / area in use are manned and secured.
- 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.
- Search the area in which the child has gone missing including changing rooms, toilets public and private areas and immediate outdoor areas.
- Request all those searching report back to a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the young person including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police.

4. Venue Security and Search – Local Authority Venue.

- The Club will initially raise their concerns with the venue team and lifeguards.
- Venue team will implement their procedure for 'lost children' supported by the Club.
- Venue team will have the ability to check 'real-time' security cameras.
- The Club must provide the venue team with a description of the child (as fully as possible).
- The Club will support the venue team in ensuring entrances and exits to the building / are manned and secured and assist in the search in key areas including changing rooms, toilets public and private areas and immediate outdoor areas.
- During the search in a local authority venue all those assisting should report directly to the venue team (in conjunction with the Head Coach.)

5. 30 Minute Threshold.

- The Police and Safeguarding welfare define that a threshold of 30 minutes following a missing child will trigger the emergency services.
- Therefore, if the child remains missing after 30 minutes of established searches the Club and/or Venue Team must report this matter directly to the police via 999.

6. Support and Recommendations.

- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern, be guided by them in any further actions to take.
- At any stage, the young person is located ensure that you inform all adults involved including the parents, searchers, and police (if by then involved).

7. Reporting.

All venues will have their own protocol to implement following an emergency case, including that of a missing child. In addition to this the Club lead by the Welfare Officer will be initially guided by officials (if the local authority and police became involved.)

All cases of missing children regardless of outcome must be referred to the Swim England Child Safeguarding Team so that they can support and determine additional areas of safeguarding for the Club and the Venue Management.

8. Other Members.

During this period and to maintain a secured area in which to implement the required search, the friends, peers and potentially siblings of the missing child will have remained in the venue, and subsequently observed the search, which for many can be difficult and traumatic to watch.

The Club is fully aware that such incidents can cause concern, worry, and stress to members and will following this type of situation, with the support of the Club Welfare officer provide wellbeing support, talks and one to one discussion with any club member who has been adversely affected by the incident.

9. Further Support and Advice.

The Club and Swim England will provide support and guidance for anyone who requires assistance and advice.

You can speak to the clubs:

- **Welfare Officer** welfare.cads@gmail.com
- **Head Coach** headcoach.cads@gmail.com