



[MISSING CHILD PROCEDURE]

Date of revision: Friday, 4th November 2016



Westbury Harriers

Missing Child Procedure

Hopefully no child will ever go missing from a Westbury Harriers session, and if they do it is likely that they will be found within a few minutes of their disappearance. However, the following guidelines have been devised to clarify actions that should be taken should a child go missing:

1. A club official (coach or committee member) should be informed of the situation.
2. Club officials and volunteers should ensure the other young people at the session are looked after appropriately.
3. A volunteer should try to locate the parents/guardians to inform them of the situation and reassure them the club is doing all it can to locate the child. As part of this the club coach responsible for the child should contact the parents/guardians. Both parents/guardians should be contacted.
4. The parent/guardian/other participants should be asked to give a detailed description of the child (gender, age, height, eye colour, build, clothing)
5. The club coach should divide the location into search areas, and allocate each area to a responsible adult to search. It is best to take a short time to organise the search properly so that all places are searched fully.
6. All those searching should report back to the club coach at a specific point.
7. The club coach should make a note of the events, including detailing the physical description of the young person, which will be required by the police.
8. If the search is unsuccessful the run club coach should then report the concern to the police **NO LATER THAN TWENTY (20) MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.**
9. Be guided by the police if they recommend any further action.
10. If at any stage the young person is located the club coach must inform all adults involved including the parents, searchers - and police, if by then involved.



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The club coach must report the incident to England Athletics (via on-line portal) and the club welfare officer as soon as possible but no more than 3 days.

Items to record are:

Time lost, place lost, name, time found, where found, who found child and their role e.g. club member, parent, member of public, time search start, time handed back to parent/guardian.



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REVISION HISTORY

Revision Number	Revision description	Revision Date
1	Initial revision agreed at November 2016 committee meeting	4.11.2016