

Missing children and young people at sports events: Procedure and Process flow chart:

If a child goes missing during an event, the club/organisation will apply the following procedure:	Process flow chart:	
 Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out. 	Coach, friend or other person notices the absence of a young person	1
 Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched. If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and 	Staff present, in conjunction with the club/team/school Safeguarding Officer, to make assessment of the situation. Immediate concern e.g. child seen stepping into a car - contact the event safeguarding lead/police Otherwise conduct immediate search of appropriate area. Do not send other young people to search .	Maximum of 20 minutes
 • Make a note of the circumstances in which the child has gone missing and 	Ensure sport or school specific Ensure event security is	T
where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and	safeguarding lead is informed. informed	Ļ
clothing he/she was wearing, as this will be required by the police.	Contact the event safeguarding lead. The decision to call the Police	
• Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing. There may well be access to photographs of all young people at the event and if so	will then be taken in conjunction with the on-site security team. Parents to be informed	
these can be used to help provide the police with a description should this be necessary.	Extend search to likely venues. If child is found, call off the search	
 Follow police guidance if further action is recommended and maintain close contact with the police. 	and inform all relevant parties.	
 Report the incident to the designated safeguarding officer. 	│	
 Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located. 	Incident to be logged and discussed at the next event Safeguarding Panel. Feedback to be given as required to relevant parties	