

Gloucester City Swimming Club

Missing Child Policy

Hopefully no child will ever go missing from the club. If they do then we must remember most are found within a few minutes of their disappearance.

However, if a child for whom the club has responsibility goes missing, the following guidelines have been devised to clarify actions should they be taken.

- Ensure the other young people in your care are looked after appropriately whilst a search is organised for the missing person.
- Inform the parents of the missing person if they are present or nominate an appropriate person to telephone them and advise them of the concern, reassuring them we are doing all we can to locate their child.
- Inform the local pool manager of the situation and ask to help organise all available staff and responsible adults to help search all areas.
- Take a short time to organise the search properly so that all places are fully searched.
- Search the area in which the child has gone missing to include changing rooms, toilets, public and private areas including the outside club grounds.
- Request all those who are searching report back to an agreed point at a certain time.

It may be in the best interest if possible for a nominated person to be making a detailed note of all actions and events including a physical description of the person to include approx height, build, hair and eye colour, as well as a description of the clothing they were wearing and where they were last seen and who by, as this will be requested by the local Police.

If after a period of time the search is unsuccessful, please then report the concern to the local Police.

(This should be reported to the police no later than 30 minutes after the person's disappearance)

If the Police recommend further action, before they get involved then we must follow their guidance. Once the Police act upon the concern then we must all be guided by them in any further actions to take.

At any stage the person is located and found then all persons involved during the search are to be informed.

Club Welfare Officer.