



Missing Child Policy

Date of issue: 25th November 2011 (this version supersedes all previous versions)

Hatfield Swimming Club (HSC) is committed to safeguarding and protecting all children in swimming. Hatfield Swimming Club has adopted the ASA 'Wavepower 2009/11 Policies and Procedures' including the 'Missing Child Policy'.

Wavepower documentation can be found on the ASA website. There are links to this information on the 'Welfare Policy' page of the Hatfield Swimming Club website.

If a child for whom Hatfield Swimming Club has a responsibility goes missing, the following actions should be taken:

- Identify a 'team leader' for the search this should ideally be a Welfare Officer, another committee member or a squad coach.
- Ensure the other young people in the care of Hatfield Swimming Club are looked after appropriately while you organise a search for the young person concerned.
- Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- 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 the club grounds.
- Request all those searching report back to the 'team leader' or 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 approximate 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.

- If the search is unsuccessful you should then report the concern to the Police. **A report should go to the Police no later than 30 minutes after the young person's disappearance is noted, even if the search is not complete.**
 - 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 that are taken.
 - At any stage the young person is located ensure that you inform all adults involved including the parents, searchers and Police (if by then they are involved).
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