

ASA Missing Child Policy

The following actions should be taken if a child for whom Wear Valley Amateur Swimming Club (WVASC) has responsibility goes missing.

- Ensure that the other young people in the care of WVASC are looked after appropriately while a search is organised for the young person concerned.
- Inform the young person's parents if they are present at the training/event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done 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 nominated person at a specific point.
- The 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. If the search is unsuccessful it should then be reported 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 to take.
- At any stage the young person is located ensure that all adults involved are informed including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the ASA Safeguarding Team.

(updated and reviewed April 2014 and adapted from Wavepower ASA doc. Sept. 2012 p.72)