



Wear Valley Amateur Swimming Club 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 other young people in the care of WVASC are looked after appropriately while a search is organised for the missing young person.
- Inform the young person's parents/ guardians 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 you are doing all you can to locate their child, asking for any information they may have.
- Either the parent/guardian or the club should try and contact the child on their mobile phone.
- **Alert the leisure centre staff who can then coordinate a search party, where possible centre staff or swim club officials are to man the fire exits and the main entrance of the Leisure Centre.**
- Organise available responsible adults to search specific areas. 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 Woodhouse Leisure Centre or other leisure centre grounds
- Request that all those searching report back to you or to a nominated adult at a specific location and time. Record who searched which areas.
- The nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing they were wearing, and where they were 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 child's disappearance is noted, even if the search is not yet complete.**
- The police may recommend further action to be taken before they get involved; you should follow any guidance they provide. If the police decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents/guardians, searchers and police if by then they are already involved.
- Refer the concern as soon as possible to the Swim England Child Safeguarding Team.