

MISSING CHILD POLICY AND PROCEDURES

Key Definitions - For the purposes of this policy, the following terms shall mean:

- “Surrey Cricket” encompasses *The Surrey County Cricket Club, Surrey Cricket Foundation and Kennington Oval Limited*
- the term ‘child’ and or” young people” applies to anyone under the age of 18
- the term “adults considered at risk” applies to adults who need extra care and support as defined by the Care Act 2014
- the term ‘parent’ applies to anyone with guardianship or caring and parental responsibility for the child
- ‘staff’ includes our coaches, team managers and all full and part time employees and volunteers on behalf of Surrey Cricket
- ECB stands for the England and Wales Cricket Board
- “Safe Hands” is the ECB’s policy for safeguarding children.

A Child going missing could be an extremely traumatic event for both adults and children. However, if the everyone is aware of some s basic set guidelines, panic can be mitigated, and more crucially, the missing child can more likely be located in an organised and efficient way. Hopefully, no child will ever go missing from your training session, team or event. But if they do, please remember most children are found within minutes of their disappearance.

Procedure

If a child goes missing during an event, Surrey Cricket recommends the following procedures:

1. Ensure that the other children and young people in your care are looked after appropriately while you organise a search for the child concerned.
2. Inform the child’s parents, if they are present at the event, or nominate an appropriate person to telephone and advise them. Reassure the parents that you are doing all you can to locate their child. It is important to remind them that the child may contact their parents directly.
3. Organise all available and responsible adults to search various areas. It is best to take a short time to organise the search so that all places are searched fully and promptly.
4. Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential hazards such as nearby lakes, rivers or roads.
5. Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club’s grounds.
6. Request all those searching to report back to a nominated adult at a specific point.
7. The nominated person should remain at this reference point and make a note of the events, including a detailed physical description of the child. This should include approximate height, build hair and eye colour as well as the clothing the child was wearing

and where and when they were last seen. All this will be required by the police. If the search is unsuccessful, you should then report the incident to the police.

8. A report should go to the police no later than **20** minutes after the child's disappearance is noted, even if the search is not yet complete.
9. If the police recommend further action before they get involved, follow their guidance.
10. If the police act upon the concern always be guided by them in any future actions.
11. At any stage when the child is located, ensure that you inform all adults involved including the parents, searchers, and the police.
12. All missing child incidents **MUST BE** notified at the very earliest opportunity to the County Safeguarding Officer. The County Safeguarding Officer is Heidi Langrish who can be contacted on safeguarding@surreycricket.com or by mobile on 07843977020

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