

## MISSING CHILD POLICY AND PROCEDURES

### Definitions - In this Policy the following terms/expressions shall mean:

- the term “Surrey Cricket” means The Surrey County Cricket Club, Surrey Cricket Foundation and Kennington Oval Limited
- the terms ‘child’ or ‘children’ and or” young people” apply to anyone under the age of 18
- the term “adults considered at risk” applies to those adults at risk as defined by the Care Act 2014
- the term ‘parent’ applies to anyone with guardianship or caring and parental responsibility for the child
- the term ‘staff’ applies to coaches, team managers and all employees whether full time or part and volunteers working for and on behalf of Surrey Cricket
- the term ECB means the England and Wales Cricket Board
- the term “Safe Hands” means crickets policy for safeguarding children.

**A Child going missing could be extremely traumatic event -for adults and for children. However, if the everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from your training session, team and or event. 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 will apply the following procedure:

1. Ensure the other children and young people in your care are looked after appropriately while you organise a search for the child/young person concerned.
2. Inform the child’s parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember that the child may contact the parents directly, so this is very important.
3. 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
4. Send searchers immediately to any exits to ensure the child has not left, and to any obvious potential danger spots 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 report back to a nominated adult at a specific point.
7. This nominated person should remain at this reference point and make a note of the events, including a detailed a physical description of the child. This should include approximate height, build hair and eye colour as well as 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 concern 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 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 further actions to take.
11. At any stage when the child is located, ensure 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. County Safeguarding Officer Heidi Langrish on [safeguarding@surreyccricket.com](mailto:safeguarding@surreyccricket.com) or by mobile on 07843977020

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