



Missing Child Procedure

It is hoped that no student will ever go missing from a Redgate Sports activity. If they do, please remember that most children are found within a few minutes of their disappearance.

This policy will be followed if any child leaves a Redgate Sports session or event where Redgate Sports is solely responsible for the child, and where the coach or those responsible for the activity do not know the location of the child during the times that the session is due to have run, and where it cannot be confirmed that their parent/carer/school is aware of their location.

If a child goes missing whilst Redgate Sports is responsible for them, the following action will be taken:

- We will ensure that other children are looked after appropriately whilst we organise a search for the missing child.
- An appropriate, responsible adult will be nominated to coordinate all actions in the search for the missing child.
- Available, responsible adults will be divided up to search specific areas (eg: toilets, changing rooms, public and private areas and the immediate vicinity outside). We will take a short time to organise the search properly and search each area fully.
- All those searching will be instructed to report back to the lead coordinator or a nominated adult at a specific location and time, who will make a record of who searched which areas.
- The child's parents/carers/school (as appropriate) will be contacted to advise them of the concern. We will do everything we can to locate the child, therefore we will ask the parents/carers/school for any relevant information that they may have.
- If the parent/carer cannot be contacted we will try alternative emergency contact numbers.
- We will ask the parent/carer/emergency contact to try to contact the child on their mobile phone if they have one. If the parent/carer/emergency contact cannot be

reached, we will attempt to contact the child on their mobile phone one of the other session participants hold their number. We do not hold children's mobile telephone numbers or social media contact details for safeguarding reasons.

- The nominated adult will make a note of the events, including a physical description of the child (approximate height, build, eye colour, hair colour and style, the colour, brand and type of clothing they were wearing when last seen) as this information will be required by the police.
- If the search is unsuccessful the concern will be reported to the police.
- When appropriate and if not already involved, the child's school will be contacted to advise them of the concern.

A report will be made 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; we will follow any guidance they provide.
- If the police decide to act upon the concern, we will follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the child is located, we will inform all adults involved including the parents/carers, searchers, their school and the police if by then they are already involved.

This Procedure is recommended for approval by:

A handwritten signature in black ink, appearing to read 'D. Thorp', with a long horizontal line extending from the end of the signature.

Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 16th June 2025

PROCEDURE REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Missing Child				