



38 Magdalen Road, London SW18 3NP

MPLTC CHILD SAFEGUARDING MISSING CHILD POLICY

(*The word "children" should be taken to mean all persons under the age of 18yrs")

If a child, for whom MPLTC has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents, if they are present at the club, 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.
- 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.
- **Contact the welfare officer VJ Lowe on 07809650053**
- Request all those searching to report back to a nominated adult at a specific point.
- **This 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 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.**
- A report will go to the police within 20 minutes following the child's disappearance is noted, even if the search is not completed.
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern, always be guided by them in any further actions to take.
- **A CHILD GOING MISSING COULD BE AN EXTREMELY TRAUMATIC EVENT-FOR ADULTS AND FOR CHILDREN. HOWEVER, IF EVERYONE IS AWARE OF SOME SIMPLE PRE-DEFINED GUIDELINES, PANIC LEVELS CAN BE MINIMISED, AND EVEN MORE CRITICALLY, THE MISSING CHILD CAN HOPEFULLY BE FOUND IN AN ORGANISED AND EFFICIENT WAY. HOPEFULLY NO CHILD WILL EVER GO MISSING FROM THE CLUB, IF THEY**

DO, PLEASE REMEMBER MOST CHILDREN ARE FOUND WITHIN A FEW MINUTES OF THEIR DISAPPEARANCE.

- At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police.
- All missing child incidents **MUST BE** notified at the very earliest opportunity to the Club Welfare Officer, who will notify the LTA Safeguarding Team.

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