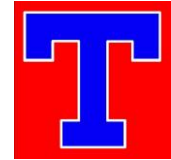




# Tiverton Swimming Club

## Missing Child Policy



It is hoped that no child will ever go missing from a sport activity with Tiverton Swimming Club. If they do, remember that most children are found within a few minutes of their disappearance. This policy should be followed if any child leaves a training session or gala event where the coach, teacher, team manager or those responsible for the activity do not know their location during the times the session is due to have run and where it is not confirmed that their parent or carer is aware of their location.

**If a child for whom we have responsibility for goes missing, the following actions should be taken.**

- Ensure the other young people in your care are looked after appropriately while you organise a search for the missing child.
- Inform the child's parents/carers (if they are present at the 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/carers or the club should try and contact the child on their mobile phone.
- Divide up 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 facility's grounds.
- Request that all those searching to report back to you or to a nominated adult at a specific location and time.
- Record who searched which areas.
- This nominated person should also be **making a note of the events, including a physical description of the child 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 THIRTY (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 child is located, ensure that you inform all adults involved including the parents/carers, searchers, and police if by then they are already involved.**
- Refer the concern as soon as possible to the Club Welfare officer and Swim England Child Safeguarding Team and complete a club incident report.

TSC – Missing Child policy and Procedure – 03/2026 (Wavepower2025)