**Lost Missing Child /Vulnerable Adult Policy**

As many of our activities may range over a fairly large area it is incumbent on all Coaches and responsible Adults to always be fully aware of all young people in their care. However, should a child be reported as missing or lost the following steps must be taken:

Overview:

1) If a large event is being held, identify and clearly mark a location where missing children can be reported, or where lost children can go for help. On normal club activity days this is the Clubhouse adjacent to the First Aid Box (filing cabinet at bottom of stairs.)

2) Establish a lost/found child/vulnerable person log by using the incident report form (found online on the website highgate-cricket.co.uk) and kept in the filing cabinet in the clubhouse.

3) Ensure you have a planned communication process to notify all Lead Coaches and responsible club members, club volunteers, and community police that a child may be lost or is missing. Don’t forget to also let people know when Child has been located.

4) Establish a fan-out procedure to search for a missing child across the whole Shepherd’s Cot site if child/vulnerable adult is not immediately located.

6) Designate at least 2 volunteers preferably including a Club Welfare Officer (CWO) , preferably one male and one female, to be responsible for staying with a lost child, or accompanying parents /guardians during a search.

7) If possible, make sure that volunteers are clearly identified by tee shirts, or badges.

**Procedure**

**A. Parent /guardian reports a child/ dependent as lost or missing**,

1) Reassure the parent/guardian and advice them that you have a process in place for locating lost children and encourage them to go the collection point

2) Ask for andlog the following information :

* Name of person reporting and relationship to person missing
* Name of parent or guardian if not the same person
* Name of child missing
* Description of missing child (age, height, clothing, hair colour, skin colour, accessories, other defining features)
* Location where they were last seen
* Person they were last seen with and description

3) Encourage parent to regularly return to collection point if they continue to search for the child

4) If an open event, notify the organiser that a child has been reported missing and provide relevant information.  At the discretion of the parent/guardian and the event organiser, alert the public and club members that a missing child has been reported using PA, signage, etc. The child’s name should not be mentioned

5) Volunteers/club officials will conduct an initial search of the whole grounds area, including the clubhouse. If the child is not found the event organisers will organise a thorough sweep of the Cot site. Ideally Club officials / volunteers should go in pairs to search for the person

6) A volunteer or staff member with a mobile phone should remain with the reporting person(s) during the search in order to communicate updates as necessary

7) If the child is not found after 30mins of comprehensive searching, the Lead Coach/Club Welfare Officer/Event organiser will notify the police either through the community police officer on site or by calling the emergency number.

8) If the child is located without incident:

* Confirm the identification of all parties, if the child is reluctant to go with the collecting adult then they should be asked for ID.
* Once child has been reunited with collecting adult all club officials, volunteers and police involved should be immediately informed
* Record the time and location where the child was found.
* Record the name(s) of the volunteers / club officials involved.
* If the person is not found, retain the completed incident report form and forward to the CWO and ensure it is made available to police.

**B Children or Vulnerable Adult found without their parents/guardian**

1) A child who appears to be lost should be sensitively approached and asked if they know where there parent /guardian are. If parent is not located the child should be led to the collection point where they should be encouraged to remain. The child should not be forced to go to a new place if they do not want to, but encourage the child to stay in one place while their parents/guardian are located.

2) The child should be gently asked for and document as much information documented as possible including:

* Name of the child
* Who they are with
* Name of parents / guardian /siblings and their description and where they last saw them
* Contact info for parents / guardian (if known)
* Description of child
* Description of parents / guardian
* Name of volunteers / or person who found the child.

3) Only water should be offered to the child (no food or snacks in case of unknown allergies).

4) Notify Lead Coach/Event organiser that a child has been found.

5) If a large open event, at the discretion of the event organiser, a PA announcement will be made requesting that the parent or guardian report to the collection point. Do not include the name of or information about the child in this announcement. e.g.: “could Mrs Jones please report to the collection point located at…..” If the name of a parent/guardian is not known a PA announcement will be made “if you have been separated from a family member please come to the collection point ……

6) If a parent or guardian arrives to claim the child, confirm and record their identification and contact information.

7) Record the time and location that the child and parent/guardian were reunited and the names of all attending staff / volunteers. (complete the Incident Report Form.

8) Never hand over a child to an unidentified person.

9) Retain a copy of Incident Report Form

10) If no one claims the child within 1 hour, or at the close of the event, notify police on 999 and inform the CWO.