

## Missing person, child, or young person at Events

The term 'child' and 'young person' means anyone under the age of 18.

### Procedure

If a person, child or young person goes missing during an event organised by the Club, then the following procedure shall be followed:

1. If anyone becomes aware of a missing person, child, or young person, or a member of the public reports that someone is missing, report this to the Event Director as soon as possible
2. Ensure that all other participants continue to be supervised appropriately while a search for the person, child or young person is carried out.
3. The Event Director will coordinate and organise the remaining available marshals or other volunteers to conduct a search of the surrounding area allocating each individual to a specific area. All those searching will be asked to report back to the Event Director, or the person responsible for the search, within a defined period of time, depending on the size of the area being searched.
4. If the person, child, or young person cannot be found after a good search of the immediate surroundings, contact the person parents, or emergency contact to advise them of the concern and reassure them that everything is done to locate them. This should be done by the Event Director.
5. The Event Director should make a note of the circumstances in which the person, child, or young person has gone missing including but not limited to where they were last seen, what they were wearing, a physical description of them – height, build, hair colour etc. in case this is required by the Police.
6. If after a good search of the immediate area and they are not found after 20minutes of being reported missing then the situation should be reported to the Police.
7. The Event Director should follow and share Police guidance if further action is recommended and maintain close contact with the Police. Keep the parents, guardians or emergency contacts up to date with any news or developments.
8. Report the concern to the designated Safeguarding and Welfare officer for the Club/Event.
9. Ensure that you inform the Police, parents, searchers and anyone else who is aware of the situation at any point that the person, child, or young person is found.
10. In an emergency or where you think that the person, child or young person is in immediate risk of harm or danger then call 999.

**Flowchart**