



Merseyside School Games

MISSING CHILD PROCEDURE



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Procedure

If a child goes missing during an event, MSP will apply the following procedure;

Prevention

Pre-Event Briefing: Before the event, all adults (teachers and volunteers) will be briefed on:

- Designated meeting points for in case of emergency
- Importance of staying within designated areas.

Clear Signage: Ensure clear signage throughout the event, including directions to key areas and meeting points.

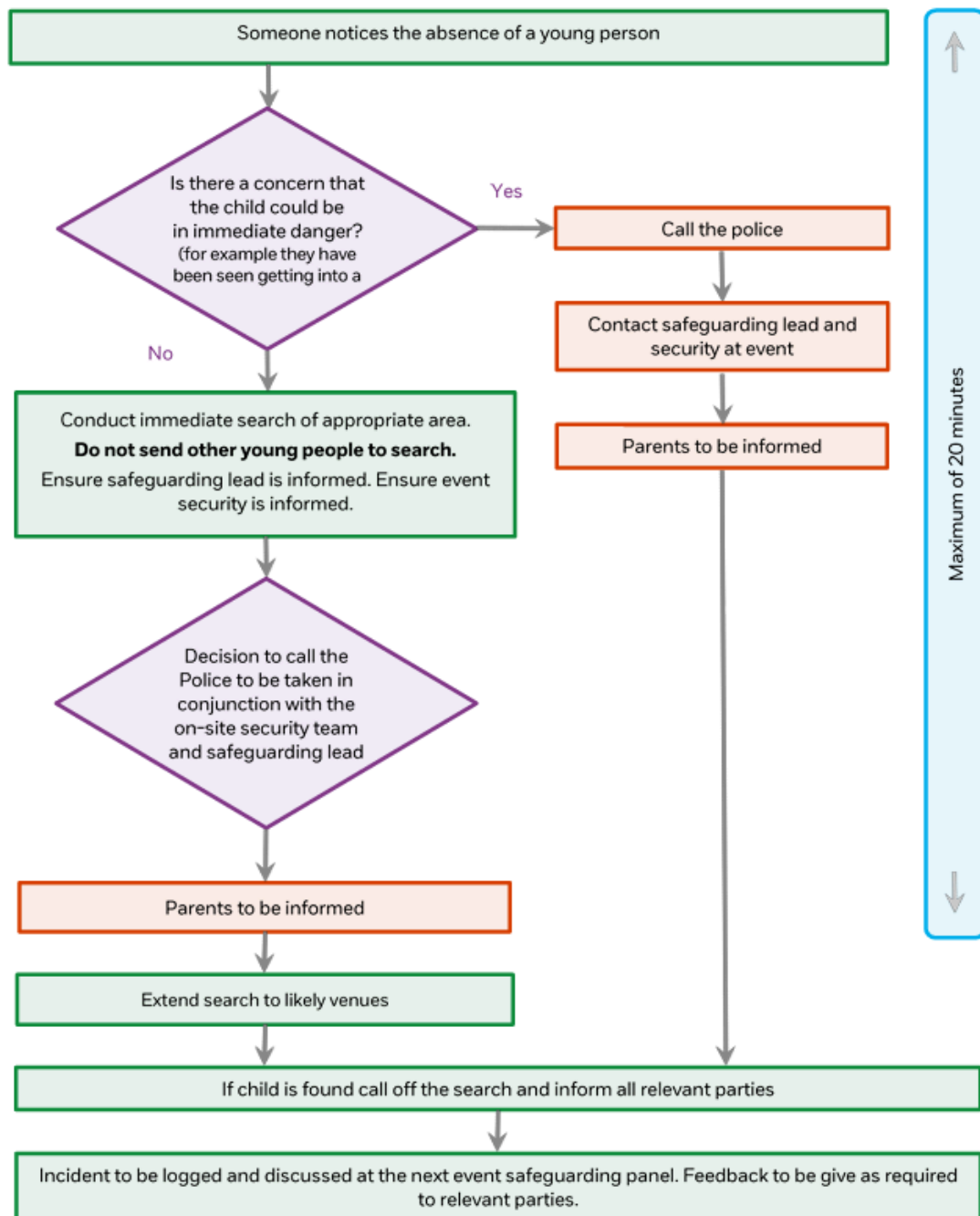
Adult Supervision: School staff have the responsibility of the duty of care and welfare of children. MSP staff will be stationed by the main entrance (registration) for visibility of foot traffic (adults and children).

Response

1. Ensure that all other children continue to be supervised appropriately while a search for the child concerned is happening.
2. Organise the remaining available adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching reports back within a short time, depending on the size of the area being searched.
3. If the child can't be found, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
4. Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair, eye colour, approximate height and build and clothing, they were wearing, as this will be required by the police. If photographs of the child have been taken at the event, these could also be useful to the police.
5. Reporting the concern to the police if the search is unsuccessful and no later than **20 minutes** after the initial missing person report if the search is ongoing.
6. Follow police guidance if further action is recommended and maintain close contact with the police.
7. Report the incident to the designated safeguarding officer of the club or organisation.
8. Ensure that you inform all adults involved including the parents, searchers and police at any stage the child is located.

In an emergency where a young person is at imminent risk of of harm **call 999**

Flowchart



GUIDANCE ON COMMUNICATING EFFICIENTLY WITH POLICE

In situations where it is required to escalate the situation to Police it is important to understand your role in communicating details to the Police to ensure efficient, suitable response to the ongoing situation.

Details to know in cases of reporting to Police:

- Before you call, be aware that the questions will seem invasive at times however this is for the Police to understand the level of risk to the Missing Child in question
- Consider any immediate risk they may be in, for example: specific, recent stated intentions of self-harm/suicidal ideation, signs of grooming/exploitation, previous victimization etc.
- Child's Full Name & Date of Birth
- You will need a detailed description of the child/young person, including skin colour, hair colour, clothing, any identifiable features, etc.
- Any contacts for the child's parent(s)/Guardian
- Child's Contact Number (if they have one)
- Child's Home Address
- Address of Location they are missing from
- You will need to know if the child has any history of mental health issues, drug abuse, Child Sexual Exploitation (Often referred to as CSE)

This is not something you will need to memorise as it is something 999/101 Operators are trained to deal with, however it will make the process much more efficient if we, as organisers, can be prepared for the possibility of speaking with Police.

There is a possibility that the Police will not deem the child missing, this is when it will be down to School Officials to follow-up with Parents/Guardians and follow their own Missing Child procedures.