

Sharks Ski Club **Missing Children Policy**



In the event that a young person is suspected of going missing whilst in the care of **Sharks Ski Club** the following procedures must be followed:

- Ensure that all other children continue to be supervised appropriately while a search for the child is carried out.
- Inform the Child Welfare Office (if present) or person responsible for the session or event.
- Make an immediate assessment of the situation. E.g. if the child was seen stepping into an unknown car, inform the police immediately.
- Organise the remaining responsible adults to conduct a thorough search of the surrounding area allocating each individual a specific area. Ask them all to report back to you within a short time.

Do not send other young people to search

- Make a note of the circumstances in which the child has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as the police will require this.
- If the child has not been found after a maximum of 20 minutes call the police – 999/112. This time may be reduced if a young child is involved or if you have searched extensively and are concerned
- Keep searching. If the child is subsequently found, call off the search and inform relevant parties including parents, searchers and police.
- If the child is not found, follow police guidance if further action is recommended and maintain close contact with the police
- Record the incident on an **Incident Report Form** and report it to the Child Welfare Officer.

Snow trips abroad

For snow trips abroad these procedures should be reviewed and a specific emergency plan needs to be put in place, relevant to the activity. 112 is the emergency telephone number in all EU countries (and some others).