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.

- inform child's parent / guardian(s)

- 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.

- inform the manager of the premises, they may have CCTV available or may have processes in place.

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 in EU). 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).