



**ESTABLISHED 1929**

**MEMORIAL GROUND  
STAMFORD ROAD, WEST BRIDGFORD  
NOTTINGHAM NG2 6GF**

### **Missing Children**

A child going missing can be extremely traumatic – for adults and children. However if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised and more critically the missing child can, hopefully be found in an organised and efficient way. Hopefully no child will go missing, if they do, please remember most children are found within a few minutes of their disappearance. Full details of our pre-defined guidelines can be found on our on the information wall in the clubhouse or by contacting the club welfare officers.

If a child goes missing then the following actions should be taken:

- The Club will ensure that the other children in their care are looked after appropriately while a search is organised for the child concerned.
- The Club will inform the child's parents / legal guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern.
- The Club will organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully. All those searching will report back to a nominated adult at a specific point.
- This nominated person should remain at this specific reference point and must make a note of the events, including detailing a physical description of the child including approximate height, build, hair and eye colour as well as clothing the child was wearing and where / when they were last seen, as this will be required by the police.
- If the search is unsuccessful then the Club will report the concern to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.
- The Club will then act on any guidance given by the police.
- If the child is located then all adults concerned will be informed, including the police if they are by then involved.
- All missing child incidents **MUST BE** notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Child Protection Team.

**Club Chairman**  
Stuart Clark  
07970 452264  
stuart@westbridgfordianscc.co.uk

**Club Secretary**  
Craig James  
07747 013269  
craig@westbridgfordianscc.co.uk

**Junior Co-ordinator**  
Cate Hayes  
07930 141319  
cate@westbridgfordianscc.co.uk