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## **MIDLAND SKI CLUB MISSING CHILD POLICY**

As a general rule there should be a maximum of 20 minutes before the police are contacted by calling 999 or 112. Call them sooner if you have searched extensively and are concerned.

- Ensure other children continue to be supervised while a search is being carried out.
- Inform the Club's Child Welfare Officer (CWO) if present, otherwise the person responsible for the session or event.
- Inform The Ackers management if the incident occurs there.
- Make an immediate assessment of the situation. For example, if the child was seen stepping into an unknown car, inform the Police immediately.
- Organise the available responsible adults to conduct a search, allocating each one a specific area. Ask them to report back in a short time.
- **DO NOT SEND OTHER YOUNG PEOPLE TO SEARCH**
- Note the circumstances in which the child went missing and where he/she was last seen. Prepare a detailed physical description including clothing.
- If the child is not found call 999 or 112 in UK, or if abroad, 112 or other number supplied to you in the event information details
- Keep searching, and if the child is found, call off the search and inform all involved, including parents, searchers and police.
- If the child is not found follow Police guidance.
- Record the incident on the Safeguarding Incident Report Form and report it to the CWO.
- Inform Snowsport England.
- For a snow trip abroad, review these guidelines and have an emergency plan in place specific to the trip.