



The Unsworth Cricket and Tennis Club Limited
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Founder Members of the Greater Manchester Cricket League

Missing Child Policy

Introduction & Purpose

At Unsworth Cricket Club, the safety and well-being of children are our top priorities. 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 be found in an organised and efficient way. This policy outlines clear procedures to prevent and respond to any occurrence of a missing child at the Club's events or training sessions.

Prevention Measures

To minimise the risk of a child going missing, Unsworth Cricket Club will:

- Attendance Records: Regularly remind all parents, carers, and children of the need to sign in for training sessions and not to drop children at the Club or other venues without either signing in or reporting to the coach/team manager.
- Supervision Ratios: Ensure appropriate adult-to-child ratios are maintained at all times during training sessions and events.
- Communication: Clearly communicate with parents/carers about the importance of signing in and out and maintaining supervision until a coach or team manager is present.

Lost Child Procedure

If a child goes missing, the following steps will take effect:

1. Immediate Actions

- If the child has a mobile phone, try calling them.
- Search the area where the child was last seen, including changing rooms, toilets, public and private areas, and the club's grounds.
- Ensure other children are supervised appropriately while the search is conducted.

2. Organised Search

- A nominated person should remain at the site of the activity or the last known location of the missing child. They should make a note of events, including a detailed physical description of the child, such as height, build, hair, and eye colour, and the clothing the child was wearing.
- Contact the child's parents/carers to advise them of the situation and reassure them that everything is being done to locate their child.
- Organise all available responsible adults and allocate them to search further areas, including venue exits and potential danger spots like lakes or rivers. Searchers should report back within brief intervals with updates.

3. Contacting Authorities

- If the child cannot be found within 20 minutes, contact the parents/carers again and inform them that the police will now be notified.
- Report the missing child to the police, providing all relevant information, including the physical description noted earlier.
- Follow any further actions recommended by the police.

When Child is Found

- Inform all involved parties, including parents/carers, searchers, and police.
- Ensure the child and anyone else affected are safe and provide additional support if needed.

- Log the incident and review it with the Club Safeguarding Officer to mitigate any risk of recurrence.

Communication & Reporting

- Communication Protocols: Maintain calm and clear communication with parents, staff, and other children throughout the incident.
- Incident Reporting: Document the incident with detailed descriptions, actions taken, and outcomes to assist with future safeguarding practices.

Review & Training

- This policy will be reviewed annually to ensure its effectiveness.
- All staff and volunteers will receive training on this policy and the procedures to follow if a child goes missing.

Updated: January 2025