



Missing Child from Club Policy

1. Policy Statement

This Missing Child from Club Policy sets out the procedures to be followed by **Elite SF** if a child is identified as missing during a coaching session, club, camp, event, or activity. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice.

The safety and welfare of children is paramount. Prompt, calm, and effective action is essential to ensure that any missing child is located as quickly as possible while maintaining the safety of all other children in the group.

2. Scope of the Policy

This policy applies to:

- All children attending sessions, clubs, camps, trips, and activities
- All coaches, assistants, volunteers, apprentices, and contractors
- All venues, including indoor, outdoor, and off-site locations

3. Definition of a Missing Child

A child is considered missing when:

- Their whereabouts are unknown
- They are not where they are expected to be
- They cannot be accounted for following a headcount or register check

4. Key Principles

- Children's safety is the highest priority
- Action must be taken immediately
- Procedures must be followed consistently
- Clear communication and accurate recording are essential

5. Preventative Measures

To minimise the risk of a child going missing:

- Accurate registers will be taken at the start of sessions
- Regular headcounts will be carried out, particularly during transitions
- Clear boundaries will be established and communicated to children
- Coaches will maintain active supervision at all times
- Appropriate Coach to child ratios will be maintained

6. Immediate Action if a Child is Missing

If a child is suspected or confirmed to be missing:

1. The Coach will remain calm and alert
2. An immediate headcount and register check will be completed
3. The area will be searched thoroughly, including toilets, changing areas, and surrounding spaces
4. Remaining children will be supervised safely by available coaches
5. A senior member of staff or the Designated Safeguarding Lead (DSL) will be informed immediately

7. Escalation Procedures

If the child is not found promptly:

- The manager or DSL will decide on further action
- Parents/carers will be informed at an appropriate stage
- If there is concern for the child's immediate safety, the police will be contacted without delay
- Coaches will follow advice given by emergency services

8. Roles and Responsibilities

Coach Responsibilities

- Follow missing child procedures immediately
- Maintain supervision of remaining children
- Provide accurate information to senior Coaches

Management / DSL Responsibilities

- Coordinate the response

- Liaise with parents/carers and emergency services
- Ensure procedures are followed correctly

9. Supervision of Remaining Children

- Remaining children must continue to be supervised safely
- Activities may be adjusted or stopped as required
- Coach to child ratios will be maintained as far as practicable

10. Use of Mobile Phones

- Designated Work mobile phones may be used for emergency communication
- Work phones should be used wherever else possible in this scenario
- All calls and actions should be recorded

11. When a Missing Child is Found

Once the child is located:

- The child will be reassured and checked for injury or distress
- Parents/carers will be informed
- Emergency services will be updated if contacted
- Normal activities will only resume once it is safe to do so

12. Recording and Reporting

The following information will be recorded:

- Child's name and date
- Time the child was noted as missing
- Actions taken and by whom
- Time the child was found
- Outcome and follow up actions

Records will be stored securely in line with data protection requirements.

13. Safeguarding Considerations

- A missing child incident is a serious safeguarding matter
- Coaches must remain vigilant for underlying safeguarding concerns

- Any concerns will be reported in line with the Safeguarding and Child Protection Policy.

14. Review and Learning

- All missing child incidents will be reviewed
- Risk assessments and supervision arrangements will be updated where necessary
- Learning outcomes will be shared with coaches to prevent recurrence

15. Allegations and Complaints

- Any concerns or complaints arising from a missing child incident will be managed in line with the Complaints Policy
- Allegations involving safeguarding will follow safeguarding procedures

16. Training and Awareness

- All Coaches will receive training on missing child procedures
- New Coaches will be informed of this policy during induction
- Regular reminders and practice scenarios may be used

17. Policy Review

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes
- An incident highlights the need for review
- Operational changes occur

18. Declaration

All Coaches, volunteers, and contractors must read, understand, and agree to comply with this Missing Child from Club Policy.

19. Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards

- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026