# **Missing Person Policy and Procedure**

## Missing Person

Our group has the highest regard for the safety of all its members/volunteers entrusted to our care both in training and at events. The Committee Members and Volunteers will always be extremely aware of the potential for members to go missing during training and events.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of our committee will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of our committee cannot account for a member’s whereabouts during training or an event the following procedures will be activated

## Missing Person Procedure

* The Committee member/trainer/volunteer in question will inform both the Director and the senior committee team that the person is missing, and a thorough search of the premises/area will commence.
* The Committee team will be careful not to create an atmosphere of alarm/panic and to ensure that the other children remain safe and adequately supervised.
* Whilst the search is taking place the remaining volunteers will get the remaining members into a group (keeping a calm atmosphere) to check the register and also do regular headcounts.
* The Director will nominate a volunteer to search toilets/the area surrounding the premises. All members will be extra vigilant to any potentially suspicious behaviour or persons in and around the area.
* If after a thorough search the person is still missing, the Director will try to ring the person’s mobile (where applicable) to make contact.
* The Director will inform the police and then the young person’s parents/carer.
* While waiting for the police and the parent/carer to arrive, searches for the young person will continue. During this period, other volunteers will maintain as normal routine as is possible for the rest of the members at the club.
* The Director/senior committee member will be responsible for meeting the police and the missing young person’s parent/carer. The Director/senior committee member will co-ordinate any actions instructed by the police and will make every effort to comfort and reassure the parents/carers.
* Once the incident is resolved, the Director/senior committee member and the rest of the committee team will review relevant policies and procedures and implement any necessary changes.
* All incidents of young people (below the ages of 16) going missing from the club will be recorded on an incident sheet, and the police or social services will be informed as part of safeguarding policy.

**Note: The committee will take the RDM register to each practice/event and record the names of members attending each practice/event to keep an accurate log of attendees.**

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P008\_A | Simon Creasey | June 2018 | Initial Draft |
| RDM\_P008\_B | Simon Creasey | September 2019 | Content review |
| RDM\_P008\_C | Becky Nightingale | August 2020 | Content review |
| RDM\_P008\_D | Emma Mainwaring | June 2023 | Content review |
| RDM\_P008\_E | Emma Mainwaring | June 2024 | Content review |

This policy will be reviewed on an annual basis as a minimum.