



Leighton United Football Club

MISSING CHILD PROTOCOL

This protocol is based on the Football Association Play Safe template:

If a child goes missing during our club's activities for 4 and 5-year-olds we will:

- Ensure all other children continue to be supervised appropriately while a search for the missing child is carried out.
- Organise the remaining appropriate adults to conduct a search of the surrounding area, having allocated a specific area to each adult. Everyone involved in the search will be asked to report back within a short time, dependent upon the size of the area to be searched. The name and mobile number of a designated point of contact for the club will ideally be shared with the adults involved in the search.
- Following a good search of the immediate surroundings, if the child is not found, and the parents are not present, contact the parents to advise them of the concern and reassure them everything is being done to locate their child.
- Record the circumstances in which the child has gone missing, where they were last seen, provide a detailed physical description to include: eye and hair colour, height, and build, clothing they were wearing as this will be required by the Police. If a photograph were taken as part of the activity this may be useful to the Police.
- Contact the Police if the search is unsuccessful after 20 minutes.
- Follow the Police guidance.
- Report the incident to a Club Welfare Officer/Designated Safeguarding Lead.
- Ensure everyone involved in the search is informed ASAP if the child is located.



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MISSING CHILD FORM

Child's Name:	Age of Child:
Male or Female:	Date of Birth:
Time and place child last seen:	Time event staff informed:
Hair Colour: Eye Colour:	Clothing (Colour and Pattern):
Ethnicity: Leighton United Participant or Other:	Any other relevant information:
Parent/Carer Name:	Contact Phone Number: Address:
Is parent/carers on site: Yes/No	
Action taken:	Time:
Venue security informed:	Time:
Police informed:	Time:
Other:	