

Missing Child Policy & Procedures

COBHAM RUGBY & SPORTS ASSOCIATION-CRSA

The following is the procedure to be followed in the event of a missing child within the grounds of Memorial or Covenham.

Given the age of children in the mini section, it is recognised and expected that parents are ultimately responsible for their children during training sessions and Festivals and it is required that parents or a designated guardian /adult be at the club at all times that their child is participating in club activities. This is to minimise the risk of a child going missing, but is also required in the situation of an injury or sudden illness. This applies to all visiting clubs too.

It is acknowledged that families often have more than one child attending the club or have siblings of players who are not of playing age but require entertaining/seek entertainment/are purely being inquisitive and move away from the parent without being noticed. Festivals can also be incredibly busy with increased footfall. It is in these circumstances that a child can potentially go missing. It is therefore necessary for the club to maintain a policy of dealing with the situation of a missing child such that the problem can be resolved quickly and efficiently.

This policy and procedure applies to all sports sections under the CRSA and is relevant for older age groups and visiting sides during training, Festivals, Tournaments and Events.

In the event of a child being reported as missing, the procedure is to be followed. This applies in the situation where a player /young spectator /sibling is reported as being lost.

The missing child procedures are to be circulated to all parents, coaches and managers at the beginning of the season. A register is to be kept of all missing child incidents and are to be reported to the Chairman of the sections as well as the sections Safeguarding/Welfare Officers.

Procedures for Memorial site - mini sessions and all Festivals/ Mini Events:

- As soon as a child is noted to be missing, the parent or guardian must report this as soon as possible to the manager of their age group manager or a coach or other Cobham personnel should they not be available. The manager or coach must request the name of the child, (or the name they would answer to), name of the parent or guardian, the age (or age group) of the child, clothes worn and colour of hair.
- The manager or coach who has been informed must designate two of their parents /volunteers to man and close the entrances from Fairmile Lane to the

club and the entrance to and from Munro House, to prevent anyone from leaving the grounds during lock down.

- Once made aware of the situation the manager or coach should obtain the loud hailer as quickly as possible and use to announce that a child is missing. This announcement should be made on both sides of the club driveway clearly and audibly for all to hear. (A loud hailer is located on a hook behind the downstairs bar and the batteries regularly checked and changed as required by the Cobham staff)
- During the time of the lock down only adults who may be conducting a search on foot outside the grounds should be permitted to exit the grounds and obviously must not be accompanied by a child.
- The loud hailer will be used to call directly to the child by name/name they will answer to, to come forward to the steps in front of the downstairs bar, where their mother/father/guardian will be sited.
- During training/playing on site all players at Memorial in all age groups are to be brought together for a full register check of the players. A register is to be maintained and kept available by each age group at all times for this purpose. Young spectators/siblings are to remain with their parents, at all times.
- The manager /coach/person in possession of the loud hailer is effectively co-ordinating the missing child procedure and should remain easily visible at the 'control' area, which is located on the wooden steps, immediately outside the down stairs bar. He/she should keep note of the time from when they were advised of the missing child and the time the first announcement was made.
- All age group coaches and managers at Memorial are to co-ordinate parents/volunteers in search teams to cover the area immediately around their respective areas and pitches, this includes going into the hedges and areas around the perimeter, the club house and areas behind the buildings including ladies and men's changing rooms, lift, BBQ and storage areas. If occurring during an Event, the lead Events Manager will co ordinate.
- A party of parents are to be designated as a search party by the manager or coach of those age groups nearest to Fairmile Lane and Munro House to cover the outside road areas on Fairmile Lane and Munro House driveway onto Portsmouth Road respectively and exit from club onto Portsmouth Road. This search is to be conducted on foot and should include the road verges, bushes and associated areas. Once completed the search team are to report back to the designated control area. If occurring during an Event, the lead Events Manager will co ordinate.
- If the child is found the person with the child must try to gain their trust, (know their name) and return asap with the child, to the designated control point on the wooden steps. If there is a resistance from the child, do not leave the child alone, but try to call for attention or use mobile to call someone over to help.

- Once a child is found it is the responsibility of the person with the loud hailer to make an announcement of this fact again on both sides of the drive way. Lock down will then cease.
- If the child is not found after 10 minutes from first loud hailer announcement the police will be called by responsible manager/coach, by dialling 999. Lock down will continue to be implemented until their arrival. In the meantime the search will continue.

Covenham mini sessions, Festivals:

- As soon as a child is noted to be missing, the parent or guardian must report this as soon as possible to the manager of their age group manager or a coach or other Cobham personnel should they not be available. The manager or coach must request the name of the child, (or how the name they would answer to), name of the parent or guardian, the age (or age group) of the child, clothes worn and colour of hair.
- The manager or coach who has been informed must designate two of their parents /volunteers to man and close the entrance/exit from Covenham, ensuring Lock down is initiated. Nobody is to enter or leave. The ambulance entrance should be checked and ensured locked.
- Once made aware of the situation the manager or coach should obtain the loud hailer as quickly as possible and use to announce that a child is missing. This announcement should be made so those on pitches 4, 5, and 6 are aware, if all in use. **(A loud hailer is located on a hook in the Green Room).**
- During the time of the lock down only adults who may be conducting a search on foot outside the grounds should be permitted to exit the grounds and obviously must not be accompanied by a child.
- The loud hailer will be used to call directly to the child by name/name they will answer to, to come forward to the entrance to Covenham, where their mother/father/guardian will be sited.
- During training/playing on site all players at Covenham in all age groups / sports are to be brought together for a full register check of the players. A register is to be maintained and kept available by each age group at all time for this purpose. Young spectators/siblings are to remain with their parents, at all times.
- The manager /coach/person in possession of the loud hailer is effectively co-ordinating the missing child procedure and should remain easily visible at the 'control' area, which is the entrance to Covenham. He/she should keep note

of the time from when they were advised of the missing child and the time the first announcement was made.

- All age group coaches and managers at Covenham are to co-ordinate parents/volunteers in search teams to cover the area immediately around their respective pitches – this includes going into the hedges and areas around the perimeter and behind the golf range.
- A party of parents are to be designated as a search party by the manager or coach of those age groups nearest to the Covenham entrance to cover the area around the Faimile Pub, CRSA toilet block, the exit road onto the Portsmouth Road and the parking area closest to the Hotel area. This search is to be conducted on foot and should include the road verges, bushes and associated areas. Once completed the search team are to report back to the designated control area at the Covenham entrance. If occurring during an Event, the lead Events Manager /Tournament co ordinator will need to co ordinate.
- If the child is found the person with the child must try to gain their trust, (know their name) and return asap with the child, to the designated control point at the entrance to Covenham. If there is a resistance from the child, do not leave the child alone, but try to call for attention or use mobile to call someone over to help.
- Once a child is found it is the responsibility of the person with the loud hailer to make an announcement of this fact again to all 3 pitches. Lock down will then cease.
- If the child is not found after 10 minutes from first loud hailer announcement ,the police will be called by responsible manager/coach, by dialling 999. Lock down will continue to be implemented, until their arrival. In the meantime the search will continue.

Signed off by the Board

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