

## High Wycombe Cricket Club Missing Child Policy

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, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from your team/event. If they do, please remember most children are found within a few minutes of their disappearance

### High Wycombe Cricket Club Missing Children Guidelines

If a child, at HWCC goes missing, the following guidelines have been devised to clarify the actions to take:

- 1 • Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- 2 • Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- 3 • Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
- 4 • Send searchers immediately to any exits to the venue to ensure the child has not left, and to any obvious potential danger spots such as nearby lakes or rivers
- 5 • Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- 6 • Request all those searching to report back to a nominated adult at a specific point
- 7 • This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
- 8 • A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- 9 • If the police recommend further action before they get involved, follow their guidance
- 10 • If the police act upon the concern, always be guided by them in any further actions to take.
- 11 • At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved
- 12 • All missing child incidents MUST BE notified at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Safeguarding Team

Players are prepared for touring

1 • The Tour Manager and coaches should meet with players prior to the trip to agree: - Expectation of the players - Clothing list - Codes of conduct/behaviour – this should be signed by all young players with their parents' permission - Their responsibility for their own property - Staff roles and responsibilities - Emergency procedures - Support if they become homesick, are unhappy, or need to speak to someone in confidence The Club Home Contact must be provided with the following additional information:

2• Contact numbers for the

3• Telephone numbers for the nearest police to the accommodation The following guidance and protocols are followed as needed during the tour: Concerning the general safeguarding of players:

4 • The Team Manager must ensure players are safe throughout the tour

5• Players must know the whereabouts of staff at all times, including which rooms staff are in and how to contact them if required

6 • Staff must know they have a common law duty of care to act as a prudent parent would • Concerning the medical welfare of players:

7• Medical details and relevant information must be carried by a member of staff

8• Staff must be aware of any specific medical conditions that may occur i.e. epilepsy, asthma, diabetes

9 • Staff should have access to calling the emergency services and the minimum first aid

10• A first aid kit should be carried

11• Staff must act in an emergency and take life saving action in extreme situations If an emergency occurs, the Team Manager must:

12 • Establish the nature of the emergency and names of any casualties

13 • Ensure the rest of the team are safe and supervised

14 • Ensure all members of the party are aware of the situation and follow emergency procedures

15 • Ensure a member of staff accompanies any casualties to hospital

16 • Notify the police if necessary

17• Complete an ECB incident reporting form

18 • Ensure no one in the group speaks to the media. All media enquiries should be managed through the ECB Marketing and Communications Department at Lord's

19 • Contact the Club Home Contact, who will:

20 • Contact parents and keep them informed

21 • Liaise with club staff, and if necessary, the ECB

22 • Liaise with the media contact if applicable

23 • Report the incident to insurers