



BNSC Missing Child Policy

Bristol North Swimming Club (BNSC) is committed to providing a nurturing, friendly and safe environment for all of our members, parents/carers, and volunteers who wish to participate in swimming.

To achieve this, we have established a set of policies and procedures which include this document. Our full set of policies and procedures with which all our members, parents/carers, and volunteers are expected to comply, are available on our website.

Our policies and procedures are founded on Swim England's Child Safeguarding Policies and Procedures, known as **Wavepower**. Links to Wavepower can be also be found on our website.

It is hoped that no child will ever go missing whilst under the care of BNSC. If they do, remember that most children are found within a few minutes of their disappearance.

However, if a child for whom BNSC has responsibility goes missing, the following guidelines have been devised to clarify the actions that will be taken.

1. Firstly, **clarify responsibilities**:
 - a. Identify a '**search leader**' for the search. This should ideally be a Welfare Officer, another committee member or a squad coach.
 - b. **Nominate someone** to ensure the other young people in the care of BNSC are looked after appropriately while the team leader organises a search for the missing young person.

As a search leader, you will then:

2. Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child.
3. Either the parents/carer or the club should attempt to contact the child on their mobile phone.
4. Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
5. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and any nearby grounds.
6. Request all those searching to report back to you or to a **nominated adult** at a specific location and time.
7. This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour



and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police.

8. If the search is unsuccessful you should then report the concern to the police and follow their instructions.

A REPORT SHOULD GO TO THE POLICE NO LATER THAN THIRTY (30) MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED, EVEN IF THE SEARCH IS NOT COMPLETE.

The police may recommend further action to be taken before they get involved; you should follow any guidance they provide.

If the police decide to act upon the concern, follow their guidance in respect of further actions to take, if any.

At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and police if by they are already involved.

Refer the concern as soon as possible to the Welfare Officer and Swim England.

Other related policies

BNSC Welfare and safeguarding policy May 2022

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Contacts: Welfare Officer