



Missing Child Policy

Guidelines for missing child

If a child goes missing during an event, the following procedure will apply:

1. Report the incident to the Event Director and/or Designated Safety Officer.
2. Ensure that all other children continue to be supervised appropriately (if applicable), while a search for the child concerned is carried out.
3. Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual/team to a specific area.

NB: Never send other underage people to assist in the search for a missing child.

4. Request all those searching to report back within a short, specified time. Ensure those involved in the search have a contact phone number for the search co-ordinator, i.e. the Event Director or Designated Safety Officer. Reports from individual/teams in their specific area should go directly to the search co-ordinator who can update other parties in the search.
5. Where applicable, ask the Event Director or Designated Safety Officer to announce over the PA system for the child to come to a designated safe area. **Try and avoid announcing directly that a child is missing over a PA system.**
6. If the child cannot be found after an initial search of the immediate surroundings, contact the child's parents/guardians (*if they are not already aware*) to advise them of the concern and reassure them that everything is being done to locate the child.

7. Record/have available the following information:

- The circumstances in which the child has gone missing and where he/she was last seen;
- Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing;

This information will be required by the Gardaí and other searchers.

8. If the search is ongoing 20 minutes after the initial report of a missing child, the Event Director or Designated Safety Officer must report the concern to the local Gardaí/PSNI. The person notifying the Gardaí/PSNI should follow guidance if further action is recommended and maintain close contact with the Gardaí/PSNI.
9. Ensure that you inform all adults involved including the parents, searchers and Gardaí/PSNI when the child is located.