



## Abingdon Dolphins Swim School – Missing Child Policy

If a child goes missing during a lesson, Abingdon Dolphins will apply the following procedure:

- Ensure that all other swimmers continue to be supervised appropriately while a search for the child concerned is carried out.
- One member of staff will be designated as incident liaison and will organise any available responsible adults to conduct a search of the building allocating each individual to a specific area. Request all those searching to report back within 5 minutes to a specified location (e.g. foyer area). That member of staff will maintain liaison with searchers and police throughout the incident.
- Contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child if not already made aware.
- If the child is not found after a good search of the immediate surroundings extend the search wider to include adjacent buildings and car-park area.
- Make a note of the circumstances in which the child has gone missing and when where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the safeguarding officer.
- Ensure that all persons involved including the parents, searchers and police if at any stage the child is located.

**If there is any immediate risk of harm call 999**