



Missing Child Procedure

In the event that a child is missing from the training area and has not been found with a precursory search of the gymnastics hall, upstairs gym and communal areas, the coach responsible for the child must immediately inform the Head Coach/Senior Coach/Club Manager and ensure that all relevant details are communicated. This should include where the child was last seen and any circumstances that could inform the situation further.

In the event that a child is missing after their session has finished or from the communal areas outside of the gym the receptionist will report to the Club Manager if available, or the Head Coach/Senior Coach if not, ensuring that all relevant details are communicated.

If at any time information is supplied that leads the Head Coach/Club Manager to believe that the child may be at risk the police must immediately be called and their advice and assistance sought.

If the child is not believed to be at immediate risk the Head Coach/Club Manager will ensure that all areas of the building are systematically searched including: -

- The gymnastics training area
- The coaches' room and facilities
- The gymnasts cloak rooms and toilets
- Reception, office and waiting area
- The male, female and disabled toilets
- The stairs, café, balcony and fire escape areas.
- The outside areas including the car park.

Where possible the search will be conducted by the staff responsible for that area. The Head Coach/Club Manager will ensure that the CCTV is checked and any possible witnesses tactfully questioned.

If the child has not been found after the above procedures the police must be called immediately and their assistance sought.

The parent or carer of the missing child must be contacted if they are not already present.

Once the child has been found the Head Coach/Club Manager will ensure that all parties involved are informed.

All incidents will be reviewed and policies updated to prevent reoccurrence.