



### **PSCL Procedure if a child is lost or goes missing**

As a professional organisation we have a duty of care to every individual child. We are required to have a procedure in the event of a child going missing from the centre.

#### **Procedure**

- As soon as it is noticed that a child is missing, the coach alerts the course senior coach.
- The register is checked to make sure no other child/children have gone astray and each group leader does a head count in his/her group.
- The senior coach talks to the coaches to find out when and where the child was last seen and records this.
- The senior coach will deploy some staff to carry out a thorough search of the building and the surrounding area, whilst ensuring that some staff remain with the other children so that they are supervised, calm and supported throughout.
- The senior coach calls the police and reports the child as missing and follows police guidance. The parent of the missing child will also be contacted.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal as possible for the rest of the children attending the centre.
- The course leader will meet the police and parents and then will await instructions from the police.
- In the unlikely event that the child is not found, Primary Sports Coaching Limited will follow police procedure.
- The senior coach will contact one of the company directors to report the incident. The director will come to the centre immediately to carry out an investigation, with other directors where applicable.
- All incidents must be recorded in writing as soon as practically possible including the outcome, who was lost, group leader time identified, notification to police and findings.
- Ofsted must be contacted on 0300 123 1231 or Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD and informed of any incidents.
- In any cases of media attention, no staff will speak to any media representatives.
- Post incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.