



MISSING CHILD POLICY

Policy Date: August 2024

Next Review Date: August 2026

Approved by OLTC Committee: 7th August 2024

POLICY STATEMENT, PRINCIPLES & SCOPE

This policy applies to all those involved in Omagh Lawn Tennis Club including, but not limited to, coaches, administrators, officials, volunteers, drivers, members, parents and young people.

Omagh Lawn Tennis Club is committed to a club environment in which all children participating in its activities are not at risk.

ACTIONS REQUIRED

If a child under the responsibility of the Club were to go missing, the following actions should be taken:

- Ensure the other young people in your care are looked after appropriately while you organise a search for the missing child.
- Inform the child'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.
- 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.
- Search the area in which the child has gone missing, including changing rooms, toilets and the tennis club's grounds.
- Request all those searching to report back to you or to a nominated adult at a specific location and time.
- This nominated person should also be making a note of the events, including a physical description of the child and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the PSNI (should they be required).
- If the search is unsuccessful, you should then report the concern to the PSNI.
- The PSNI may recommend further action to be taken before they get involved; you should follow any guidance they provide.
- If the PSNI 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 child is located, ensure that you inform all adults involved including the parents, searchers and the PSNI if they are already involved.

Refer the concern as soon as possible to Ulster Branch.