



# Hayes (Kent) Cricket Club Limited

## Missing Child Guidelines

*Original: March 2020 — Reviewed and updated: April 2026*

Hayes (Kent) Cricket Club Limited (“the Club”) adopts the ECB Missing Child Guidelines.

A child going missing can be extremely traumatic – for adults and children alike. However, if everyone is aware of these simple pre-defined guidelines, panic levels can be minimised and, more critically, the missing child can hopefully be found in an organised and efficient way.

Most children are found within a few minutes of their disappearance. The actions below should be followed calmly and methodically.

### Immediate Actions

If a child goes missing, the following guidelines must be followed:

1. Ensure other children in your care are looked after appropriately while you organise a search for the child concerned. Do not leave other children unsupervised.
2. Inform the child’s parents or carers immediately, if they are present at the event, or nominate an appropriate person to telephone them to advise of the concern. Reassure them that everything is being done to locate their child. Remember the child may contact the parents directly, so this action is very important.
3. Organise all available responsible adults by areas to be searched. Take a short time to organise the search properly so that all areas are covered fully and systematically.
4. Send searchers immediately to any exits to ensure the child has not left the premises, and to any obvious potential danger spots such as nearby roads, lakes or rivers.
5. Search the area in which the child was last seen, including changing rooms, toilets, public and private areas, and the club’s grounds.
6. Request all those searching to report back to a nominated adult at a specific, agreed reference point.
7. The nominated person should remain at the reference point and make a detailed written note of events. This should include: approximate height, build, hair and eye colour, the clothing the child was wearing, and where and when they were last seen. All this information will be required by the police.
8. A report must be made to the police no later than 20 minutes after the child’s disappearance is noted, even if the search is still ongoing.
9. If the police recommend further action before attending, follow their guidance precisely.

10. If the police attend, always be guided by them in any further actions to take and do not conduct further independent searches unless directed to do so.
11. Once the child is located, ensure all adults involved are informed immediately, including parents, searchers, and the police if they have been contacted.
12. All missing child incidents MUST be notified at the very earliest opportunity to the Club Safeguarding Officer, who must immediately notify the County Safeguarding Officer, who in turn notifies the ECB Safeguarding Team. This is mandatory, regardless of the outcome.

### **Record Keeping**

A written record of the incident, the search undertaken, the people involved, and the outcome must be completed as soon as possible after the event. This record should be retained by the Club Safeguarding Officer and made available to the ECB Safeguarding Team upon request.

### **Prevention**

The Club will take reasonable steps to minimise the risk of a child going missing, including maintaining accurate registers of attending children at all sessions and events, ensuring adequate adult supervision ratios are in place, and ensuring children are only released into the care of a known parent, carer or authorised adult at the end of sessions.

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*Reviewed April 2026. Updated to include record-keeping requirements, prevention measures, and clarification that police must be notified within 20 minutes regardless of search progress. All procedures remain consistent with current ECB safeguarding guidance.*