

# Areley Kings

## Missing Person Protocol



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## 1. SAFEGUARDING STATEMENT

Areley Kings Football Club are committed to delivering a safe and enjoyable experience for everyone who works at or visits Areley Kings Football grounds. In particular, we have a responsibility to safeguard and promote the welfare of children and adults at risk. This means we need all our staff, partners and suppliers to apply safeguarding consistently and effectively. Safeguarding and promoting the welfare of children and adults at risk is everyone's responsibility.

## 2. PURPOSE OF PROTOCOL

It is vital that everyone is aware of how to respond to and escalate an incident/report at Areley Kings Football Club that a child or adult is:

- unaccounted for and is missing or potentially lost while on site;
- is discovered by a member of staff, even where there hasn't been a report that someone is missing.

This document outlines the overarching approach taken by Areley Kings Football Club and requirements for our visitors including parents, coaches and officials.



## ACTIVITY AND EVENTS AT ARELEY KINGS

All teams at Areley Kings, parents, visiting clubs, officials and supporters must be made aware of this protocol as part of protecting children, and sometimes adults who may go missing.

Those organising activities and events at Areley Kings football ground are responsible for ensuring that their activities are safe, and that appropriate supervision and support is in place for those attending.

### \*NSPCC RECOMMENDED ADULT TO CHILD RATIOS •

- For 0 to 2 years - one adult to every 3 children (1:3) •
- For 2 to 3 years - one adult to every 4 children (1:4) •
- For 4 to 8 years - one adult to every 6 children (1:6) •
- For 9 to 12 years - one adult to every 8 children (1:8) •
- For 13 to 18 years - one adult to every 10 children (1:10)

Source <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children#article-top>



All activity and events at Areley Kings football ground are required to have safeguarding policies, plans and risk assessments, which include protocols and practices to minimise the likelihood of an attendee becoming lost/missing. Those organising activity and events at Areley Kings football ground must have procedures and protocols relating to lost/ missing persons in place, along with incident management protocols.



### **3. REPORTING A MISSING PERSON – guidance for committee members, coaches, parents, and visiting teams and officials.**

If you have an incident involving a lost/missing person – please follow these actions:

Step 1; Nominate an Areley Kings official to co-ordinate procedures and remains a central point of contact

Step 2: Attempt to contact the missing person directly via their mobile (where applicable).

Step 3: If it is safe to do so (e.g., do not leave any remaining children unattended) ask other adults present to complete a search of the immediate area/facilities you are using and if present at the event: alert the nearest Areley Kings official.

**Check entrance to grounds immediately due to dual carriageway.**

Step 4: If the missing person is not accounted for within 30 minutes, contact the Police directly using 999. Use your discretion to contact them earlier dependent on the circumstances.

You will need to provide the Police with the following information;

- A description of the missing person, including their; - Name. - Age (approx.). - Description of the missing person's appearance, including what they were wearing. - Place and time last seen - including details of what they were doing at that time. - Name and description of anyone they were with at the time they were last seen.
- Your name, role, contact number and current location.

Step 5: If the parent, or designated name of contact is not present, contact them immediately to alert them of the situation and what you have done.

Step 6: If during the search the missing person reunites themselves with you or your group, please ensure that the Police are updated immediately. You should remain with the person

Step 7: If at any point you feel you require further support, use your discretion to contact an Areley Kings official who will aim to arrive quickly. The quickest route would be via the Areley Kings WhatsApp managers group.

**NOTE:** If there is a report of an alleged abduction or there is significant concern that the missing person has potentially come to serious harm then the 30-minute wait time to contact the Police would not apply and the Police must be contacted immediately.

## APPENDIX 1. INTERNAL PROCEDURE - ARELEY KINGS RESPONSE TO A REPORT OF A MISSING/ LOST PERSON

A report of a missing child/adult at risk may be received by any club official working/coaching at Areley Kings. We all need to understand the action to take should this occur.

Whoever receives the report, that person should ensure that a description of the missing person is taken, including:

- Name.
- Age (approx.)
- Description of the missing person, including what they were wearing
- Place and time last seen, including details of what they were doing at that time
- Name and description of anyone they were with at the time they were last seen.

A nominated club official will co-ordinate the response including;

- Establish a central point of contact
- Record all actions
- Review and monitor CCTV
- Liaise with relevant bodies including the Police
- Support the group they belong to and parents.

## PROCEDURE - INITIAL RESPONSE

1. If applicable, try to contact the person on their mobile phone
2. Ensure a responsible adult monitors and keeps safe the rest of the group
3. Co-ordinate an immediate search of the grounds and clubhouse with specific focus on entrance to ground - ensure receipt of up-to-date and live information
4. Review CCTV if system understood
5. Write down a description of the missing person
6. At no later than 30 minutes, contact the Police on 999.
7. Continue to monitor the welfare of the group the missing person was part of
8. Ensure parent or family are fully appraised of the situation
9. Discovery of a Missing Person
  - Stay with the child or adult and remain in the area where they were discovered (where it is safe to do so)
  - Contact the Police immediately and follow all their instructions
  - Inform parents/family, those searching and group



## APPENDIX 2. MISSING PERSON REPORT FORM

Date (DD/MMM/YYYY):

Reported time (use am/pm clock):

Name and age of person reported missing:

Description of incident:

Areas searched:

Action taken:

Location, missing person discovered:

Time found:

If not found the police are to be contacted:

Time Police contacted:

Time Police arrived onsite:

Details passed to Police by:

Adult/child (delete as applicable) handed over to the care of:

Name:

Signature:

Date:

Time:

Police contacted Y/N:

If yes: Include details of response and Incident Number:

Outcome:

Form passed to Incident Support Team and Safeguarding Team on (DD/MM/YYYY):