



Maldon Cricket Club

Missing Child(ren) Policy

Updated March 2026

To safeguard children* in the care of Maldon Cricket Club and provide a clear, structured response in the event a child goes missing during club activities, training, matches, or events.

****Children are defined as persons under the age of 18.***

1. Scope

- Applies to all club officials, volunteers, coaches, and staff responsible for children at club events.
- Covers all club activities including training, matches, tournaments, travel, and offsite events.

2. Immediate Actions

1) Ensure supervision of other children:

- Keep remaining children safe, calm, and accounted for while organising the search.

2) Notify parents/carers:

- If present, inform them immediately.
- If not, nominate a responsible adult to telephone them.

- Reassure parents that a search is underway.
- The child may attempt to contact their parents directly, so this communication is critical.

3. Organising the Search

- Quickly deploy responsible adults to search designated areas.
- Prioritise **obvious risk zones**: exits, nearby water, roads, parking areas, changing rooms, toilets, club grounds, and public areas.
- Assign all searchers to report back to a **nominated adult** at a single reference point.

4. Information Gathering

- The nominated adult should:
 - Record a detailed description of the child: height, build, hair/eye color, clothing, and where/when last seen.
 - Keep a written log of all actions and who is searching which areas.
 - This information will be required by the police.

5. Contacting Authorities

- If the child is not located within 20 minutes, contact the police immediately, even if the search is ongoing.
- Follow any guidance from the police regarding further action.
- Continue to keep searchers organised and parents informed until the child is found.

6. When the Child is Found

- Immediately inform:
 - Parents/carers
 - All searchers
 - Police (if involved)
- Ensure the child is reunited safely with parents/carers.
- Provide reassurance and emotional support to the child and others present.

7. Reporting & Notification

- All missing child incidents must be reported to:
 - Club Welfare Officer
 - County Welfare Officer
 - ECB Safeguarding Team (safeguarding@ecb.co.uk)
- Include a written report detailing:
 - How the child went missing
 - Actions taken during the search
 - Timeline of events
 - Outcome and follow-up actions

8. Prevention & Preparedness

- Ensure children are supervised at all times during club activities.
- Maintain accurate attendance records for training, matches, and events.
- All staff and volunteers should be aware of this policy and trained in missing child procedures.

- Conduct regular reviews and drills for missing child scenarios, especially at large events.