

# MISSING OR FOUND CHILD POLICY



**For Official Use Only**

Mountaineering Ireland Version Control			
Version	Author	Date	Amendments
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NGB: Mountaineering Ireland

Club Name:

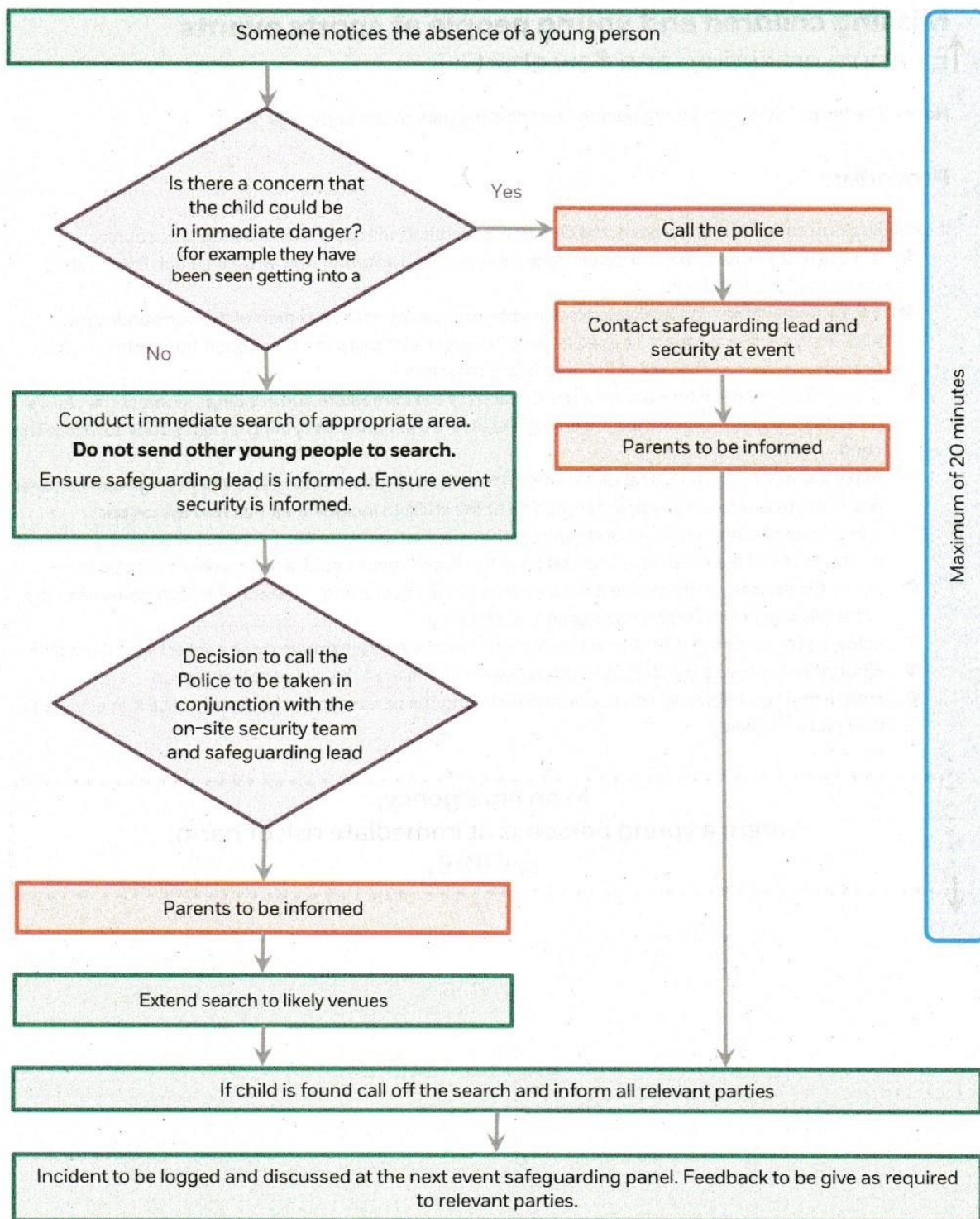
### Guidelines for a missing child at a sports event

#### If a child goes missing at a sports event, the following procedure will apply:

- Report the incident to the Event Director/Designated Safety Officer.
- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched. Ensure those involved in the search have a contact number for the search co-ordinator.
- Where applicable, request the Event Director or Designated Liaison Officer to announce over the PA system for the child to come to a designated safe area. **Try and avoid directly announcing over the PA system that a child is missing.**
- If the child cannot be found after a good search of the immediate surrounding, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make note of the circumstance in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing they were wearing as this will be required by the gardaí/police. If photographs of the child have been taken at the event these could also be useful to the gardaí/police.
- Report the concern to the gardaí/police if the search is unsuccessful and no later than 20 minutes after the initial missing person's report if the search is ongoing.
- Follow gardaí/police guidance if further action is recommended and maintain close contact with the police.
- Ensure that you inform all adults involved including the parents, searchers, and gardaí/police if at any stage the child is located. **In an emergency where a young person is at immediate risk of harm called 999**

Missing child at event: procedure flowchart

**Flowchart**



Maximum of 20 minutes

## Guidelines for a found child at sports event

### **If a lost child is found during an event, the following procedures apply:**

- Report the incident to the Event Director and/or Designated Safety Officer.
- Children under the age of 16 years will be kept in a safe area until collected by a parent guardian or a member of An Garda Síochana or PSNI. Children will be supervised at all times by two responsible adults who have been Garda vetted by Mountaineering Ireland.
- Children over the age of 16 years will be free to leave or remain in the Safe Area if they wish, after a Found Child form has been completed (see template below).
- A responsible adult is one over the age of 18 years who the lost child or vulnerable person is comfortable with and who demonstrates responsibility for the person/child and is not considered to pose an obvious threat to the person/child.
- A Found Child form will be completed for each child including those over 16 who chose not to remain in the Safe Area.
- Proof of identity may be requested by the Safe Area Steward if they consider it necessary.
- Children not collected by the end of the event will be passed over to the protection of the Gardaí/PSNI for further advice.

Stewards should not escort a child or vulnerable person away from the scene alone. There should always be two stewards or a steward and another responsible adult with the child. At all times the comfort and well-being of the child must be of paramount concern. If a child or vulnerable person appears unwilling to go with the other member of their group, consider contacting the Gardaí/police for further advice.



## Lost / found child form: for members of the public or participants.

<b>Event name</b>	
<b>Date</b>	
Note: Details for records only, not to be announced over the PA.	

### Part 1 – Lost / missing child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Any other relevant information			

Contact details – parent / carer	
Name*	
Contact number(s)	
Address	
Email	

\* as reported, or from player registration form if they're a participant

Incident details			
Time and place child last seen		Time event staff informed	
Action(s) taken and when	<input type="checkbox"/> Event security informed, at __: __		<input type="checkbox"/> Police informed, at __: __
	<input type="checkbox"/> Other (details and time)		

## Part 2 – Found child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator	<input type="checkbox"/> Participant
		<input type="checkbox"/> Other:	
Has the child any special medical requirements?	⇒ <i>Check for medical tags</i>		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of security / steward and head of security dealing with the child			
Time child handed over to lost-child unit			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature	✕	

Declaration	
<input type="checkbox"/>	Parent's / carer's ID document(s) checked
Member of event staff handing over child	
Staff member's signature	✕

