



Missing Child & Late Collection Policy (2025–2026)

1. PURPOSE

This policy sets out the procedures to be followed if a child goes missing from BLTSRC activities or is not collected on time. It ensures that the welfare and safety of children remains paramount at all times.

2. SCOPE

This policy applies to:

- All junior members
- All staff, coaches and volunteers
- All on-site activities, events and off-site trips
- All collection arrangements

3. PRINCIPLES

- The welfare of the child is paramount
- Rapid response and clear communication are essential
- Accurate records must be maintained
- Parents and statutory agencies will be informed as appropriate

4. PREVENTATIVE MEASURES

- Accurate registers taken at every session
- Regular headcounts during sessions and trips
- Supervision ratios observed at all times
- Clear sign-in and sign-out procedures
- Clear parental permission for alternative collections
- Staff fully briefed on safeguarding responsibilities



5. DEFINING A MISSING CHILD

A child is considered missing if:

- They are not present where expected
- Their absence is unexplained
- Their absence gives cause for concern

6. PROCEDURE IF A CHILD GOES MISSING ON SITE

Step 1 – Immediate Check (0–5 minutes)

- Confirm registers and headcounts
- Ask other children if they know the child's location
- Conduct a rapid local search of toilets, courts and clubhouse

Step 2 – Escalation (5–10 minutes)

- Notify Club Manager and Club Welfare Officer
- Full site search initiated
- All available staff assist

Step 3 – External Escalation (After 15 minutes)

- Parents contacted immediately
- Police contacted if child not located rapidly
- Incident recorded

7. PROCEDURE IF A CHILD GOES MISSING ON A TRIP

- Immediate headcount



- Staff alerted immediately
- Venue security notified
- Parents informed
- Police contacted if not located quickly
- Written report completed on return

8. PROCEDURE FOR LATE COLLECTION

- Parents contacted within 15 minutes of non-collection
- Emergency contacts used if parents unavailable
- Child always supervised
- If not collected within 60 minutes, Police or Social Care may be contacted
- Written record maintained

9. RECORD KEEPING

- All incidents recorded on Incident Report Form
- Records retained securely
- Repeat concerns escalated through safeguarding procedures

10. ROLES & RESPONSIBILITIES

Club Manager:

- Oversees procedures
- Coordinates staff response
- Liaises with emergency services

Club Welfare Officer:



- Oversees safeguarding response
- Ensures records are maintained
- Supports the child and family

Staff & Volunteers:

- Follow procedures immediately
- Maintain supervision at all times
- Report concerns without delay

11. REVIEW

This policy is reviewed annually or following a serious incident.

Next Review: September 2026

Version Control

Policy Owner: Club Manager & Club Welfare Officer

Version: 2025–2026

Approved By: BLTSRC Committee

Next Review: September 2026