

Dynamics Gymnastics Missing Children Policy

In the rare event that a child goes missing from a Dynamics Gymnastics class, the following British Gymnastics guidelines outlining the actions that should be taken will be adopted by the Class Manager or Head Coach:

- The staff present, in conjunction with the Welfare Officer where possible, make an assessment of the situation e.g. child seen stepping into a car.
- Where the assessment raises immediate concerns contact the police. Otherwise ensure that other children in the group are looked after appropriately while a search for the child is organised.
- Organise all available responsible adults to begin a search. Allocate each adult an area to search including changing rooms, toilets, public and private areas and the club grounds. Request all those searching report back to a nominated adult at a specific point.
- Inform the child's parents if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen.
- Prepare a detailed physical description of the child in preparation for the police including:
 - Approximate height
 - Build
 - Hair and eye colour
 - Clothing he/she was wearing
- Report the concern to the police if the search is unsuccessful (no later than 30 minutes after the young person's disappearance is noted even if the search is incomplete).
- If the child is found, call off the search and inform all relevant parties including the police if they have not already arrived.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Incident to be logged by the Dynamics Gymnastics Welfare Officer.

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