



## BELVOIR CRICKET & COUNTRYSIDE TRUST

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*Inspiring children to lead healthy, active lives through sport and countryside education.*

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### **Missing Person's Policy 2024-2027**

Date of Board Approval	Author	Next Review	Key Changes
	Darren Bicknell	January 2026	New Policy

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## Missing Person Policy

### 1. Purpose

Belvoir Cricket and Countryside Trust (BCCT) takes the safety of all those we work with very seriously and will take every precaution necessary to ensure that children and young people in our care do not leave a session unaccompanied. The chances of finding a missing person safe are greatest if the person's absence is soon discovered. In the unlikely event that a person is noted to be missing from one of our sessions, the staff puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation.

If, in the event of a member of staff not being able to account for a person's whereabouts, the following action will be taken:

### 2. Procedure for if a person goes missing

#### Stage One - Search systematically

- All available staff to immediately check toilets, shared areas, rooms and playground, etc to ensure child is not hiding or locked/trapped in anywhere.
- One member of staff to immediately inform the Chief Executive and, if in school setting, the Head teacher.
- One member of staff to gather class and call the register to confirm that one named child is missing. Staff will ensure that all other children are kept safe and closely supervised throughout incident. If the missing person is an adult, the remaining staff ensure the safety of the children first then decide who will conduct Stage 3.

#### Stage Two

- If stage one is completed without resolution (no more than 10 minutes), staff will contact the police and parents/carers with parental responsibility.
- At this point, BCCT staff (and school staff if relevant) will support the police who will now lead the response to this incident. The Chief Executive (and Headteacher if relevant) will liaise with emergency services and parents/carers.



### Stage Three

- The Chief Executive should communicate the incident to the Trustee Safeguarding and Welfare Champion and the Chair of Trustees.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in a confidential, secure file.
- The Chief Executive should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again.
- Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

### 3. What we will do

#### 3.1 We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up-to-date and kept together.
- If the police are called, then ensure local Safeguarding board are also informed.
- If the Chief Executive is not on the premises, he will be informed as soon as possible.
- We will inform the Trust insurers and RIDDOR (if advised to do so).
- We will not speak about or discuss any missing child incident with the press or anyone outside our Trust.
- Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

#### 3.2 We will provide the following information to the relevant Children's Safeguarding Children's Board

- What happened?
- What systems are in place for preventing such occurrences?
- What we did, at what time and in what order.
- Who we informed and when.

We will cooperate fully in any investigation.



### **3.3 We will start to build a record as soon as is possible in the incident log; this will include:**

- The last definite sighting of the child.
- Any unusual behaviour of the missing child or other children.
- How many children were on the premises at the time.
- How many adults were on the premises and who they were.
- What steps have been taken and when, by whom.

### **4. Dealing with people's reactions**

We accept that the child's parents/adult's family will be frightened, distressed and angry. If BCCT shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding.

We accept that in such circumstances powerful emotions are involved and people's behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press.

We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility.

Responses could include:

- How sorry we are that the incident has happened.
- That a full investigation is in hand.
- That the police/Charity Commission and relevant safeguarding offices have been informed and will be investigating.

Staff may be the understandable target of parental anger, and they may be afraid. The Chief Executive will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable. The Trustee Champion for Safeguarding and Welfare will provide the same support for the Chief Executive.

The parents may want to blame staff and may single out one staff member over others; they may direct their anger at the Chief Executive. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Chief Executive and/or the Director of Operations. No matter how understandable the parent's anger may be, aggression or threats



against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

Following the incident, staff may need counselling and support. If a child/adult is not found, or is injured, or worse, this will be a very difficult time. The Chief Executive and Trustees will take advice and use their discretion to decide what action to take.

## **5. Dealing with the media**

Distressed parents/family members may contact the local press, or reporters may hear about the incident if the police are involved. The Chief Executive or in his absence the Chair of the Board will be the one who speaks for the setting. All adults will be asked to refer all enquiries to the agreed spokesperson.

## **6. When the child is found**

We recognise that during the time a child/adult is missing, however briefly, all involved, parents and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:

- That the child/adult also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child/adult and acknowledge it is not their fault.
- Ensure the child/adult is not hurt.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

## **7. After the incident**

We will review our current procedures fully.

We will evaluate processes and make necessary adjustments to ensure future effectiveness.



## 8. Contacts

- Leicestershire Police – 999 or 101
- Chief Executive, Darren Bicknell 07825 992406
- Director of Operations, Neil Atkins 07436 263837
- Leicestershire & Rutland Safeguarding Children’s Board 0116 305 7130
- All other referrals including Early Help (Children & Family Wellbeing) Service  
<http://lrsb.org.uk/childreport>
- First response / early help queries and consultation line 0116 305 0005

## 9. Linked policies

Child Protection and Safeguarding