**Swimtime UK Ltd.**

**Missing Child Policy **

**OBJECTIVE:**

To ensure that upon any report of or suspicion that a child is missing, a search protocol is initiated to locate the child. The priority is to reunite the child safely with the responsible adult. Where necessary notify the Police, seeking their assistance with the search.

**BENEFIT:**

To providing an effective and an organised search protocol to locate the missing child.

The reporting procedures to follow if the child has not been located within a reasonable time.

Upon locating a missing child, to undertake an investigation to prevent any re-occurrence by enhancing procedures and processes.

**MINIMUM STANDARDS: RESPONSIBILITY:**

1. Upon the very first suspicion or being informed that a child is absent during a swimming lesson– if the child has not returned (i.e., from visit to toilet or to retrieve something from locker or from responsible adult) within a reasonable time, priority is to locate and return the child safely to the group and establish why the child was absent for so long.

2. If the child is still absent, have all the other children that are part of the swimming lesson gather on the poolside, so that a namecheck against the swimming lesson register can be taken to ascertain whether a child is absent from view and which child it is.

3. Once it has been established which child is clearly absent, ask the remaining children (without causing them alarm or to become anxious or worried) if they have seen the absent child. If so, ascertain from the children where and how long ago they had seen the absent child.

4. Check with the absent child’s responsible adult if they have seen the child. If so, ascertain where and how long ago they had seen the absent child.

5. Initially the swimming teacher is to remain with and control the rest of the children on the poolside. A member of staff from the venue goes to retrieve the absent child from the last known location [if there is only one swimming teacher then a suitably qualified and checked member of staff from the venue must remain with the group of children].

6. If the child cannot be located at the last known location indicated or in the vicinity of that location, then the venue manager is to be informed and if known the duration of the absence.

7. Venue staff are to provide immediate assistance to the Swimming Teacher beginning with a search of the immediate vicinity of the venue and its facilities, which include:

a) The last place that the absent child was seen by others or the area that they were seen heading towards.

b) Main pool area, including all other features such as spa pool; cold dip pool [this must also include checking the bottom of all pools];

c) Sauna.

d) Steam room.

e) Changing rooms (male, female & family), looking inside lockers and showers.

f) Toilets (male, female & disabled) [open and check each cubicle, if occupied have user finish and step out).

g) Gym.

h) Studio.

I) Family seating areas.

j) Storerooms & cupboards.

k) Offices and Reception Desk area.

l) Swimming pool plant rooms.

m) Any other areas neighbouring the swimming pool, such as crèches; health & beauty areas including salons; spa treatment rooms and shops.

n) Venue to add to this list other relevant areas depending upon design and layout and own search criteria………………………………………………………………………….

8. If a preliminary search of the above areas has not located the absent child within a reasonable time, this is then to be considered a missing child incident and an enhanced organised search protocol is to be initiated.

9. Call the Police using 999 or 112 from a mobile phone. The swimming teacher must remain with the rest of the class until all parents have collected their children. The swimming teacher must then stay at the venue and follow all instructions by the emergency services and the manager of the venue in line with the venue’s own EAP.

10. The swimming teacher must stay at the venue and cooperate fully with venue staff and emergency services and complete all relevant documentation in the Swimtime Accident Book.

**VERSION CONTROL**

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| VERSION LABEL | LAUNCH DATE | DETAILS | REVIEW DATE |
| V1.2 | N/A | Reviewed | May 2025 |
| V1.2 | N/A | Reviewed | May 2024 |
| V1.2 | N/A | Reviewed | May 2023 |
| V1.2 | 02/06/2021 | Overhaul & update | June 2022 |
| V1 | N/A | Reviewed | January 2021 |
| V1 | 2019 | Overhaul & Branding | January 2020 |
| 2018 | 2018 | Original Version | January 2019 |