

Activity Alliance Missing Participant Policy



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Supervision and missing participants

Prevention is the most important thing. From the moment children young people and adult participants arrive at an event or activity (or from when they are handed over by parents or carers to be transported to the Event), staff and volunteers are acting in 'loco parentis' and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

In the unlikely event of a child, young person or adult participant going missing at an event the following procedure will be implemented immediately.

- It will be a maximum of twenty minutes before the police would be called.
- All event staff present will be informed, along with the appropriate Event Welfare Officer and venue staff and an immediate thorough search of the area will be made followed by a search of the surrounding areas, ensuring that all other participants remain supervised throughout.
- The Event Welfare Officer or Event Lead will carry out a second search of the area.
- If the participant is still not been accounted for the Event Welfare Officer or Event Lead will contact the police.
- The parents / carers of the missing participant will be contacted by a member of the events team.
- During this period, staff will be continually searching for the missing participant, whilst other staff maintain normal routine as possible..
- The Event Welfare Officer or Event Lead will meet the police and the parent/carers.
- The Event Welfare Officer or Event Lead will then await instructions from the police.
- Any incidents must be recorded in writing on an incident report form.

Times of particular concern are when participants are arriving at/leaving the Event and when they are transferring between venues/facilities. Parents, children, young people and adult participants should be advised that any changes in arrival/collection plans by families (e.g. a participant being collected or not going on the team coach) must be notified to the Team Manager or Team Welfare)

For more information, please contact info@activityalliance.org.uk or call 01509 227750

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