**Missing Child Policy**

Athlone Tennis Club is committed to a club environment in which all children participating in its activities are not at risk.

If a child under the responsibility of Athlone Tennis Club goes missing, the following actions should be followed:

1. Ensure all other children in your care are looked after appropriately while you organise a search for the missing young person.
2. Inform the child’s parents if they are present or nominate an appropriate person to contact them and inform them of the concern. Reassure the child’s parents that you are doing all you can to locate their child.
3. Allocate all available responsible adults to the areas to be searched. It is best to take a short time to organise the search properly so that all areas are searched fully.
4. Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the organisation’s grounds.
5. Request all those searching to report back to you or to a nominated adult at a specific location and time.
6. A nominated person should also be making a note of events, including a physical description of the young person (height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she is wearing), and where he/she was last seen.
7. If the search is unsuccessful, you should report the concern to the Garda Síochána.
8. The Gardaí may recommend further action to be taken before becoming involved; you should follow any guidance they provide.
9. If the Gardaí decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
10. If the young person is located, ensure that you inform all adults involved, including parents and searchers, as well as the Gardaí, if involved.