



Bristol North & Bristol South TaeKwon-Do

Missing Child Procedure

Purpose: To ensure that any child or young person who goes missing from a club activity, class, event, or premises is located quickly and safely, and that parents, police, and safeguarding authorities are notified promptly and appropriately.

1. Immediate Action

If a child or young person is discovered to be missing:

- Remain calm but act swiftly.
- Confirm that the child is actually missing — check toilets, changing areas, corridors, exits, and any known hiding or waiting places.
- Ensure that other children remain supervised and safe at all times.

If the child cannot be found within 5 minutes, proceed to Section 2.

2. Alert and Inform

- Notify the Lead Instructor / Designated Safeguarding Lead (DSL) immediately.
- One responsible adult must begin a systematic search of the site and surrounding area.
- Another responsible adult must contact:
 - Parent / Carer to check whether the child has gone home or made contact.
 - If the child is not with their parent/carers and remains missing after 10 minutes, call the police via 999.

Record:

- The child's name, age, description, and clothing worn that day.
- The time and place they were last seen.
- Who has been informed and at what times.



3. Contacting the Police

When contacting the police, provide:

- Your name, role, and contact number.
- The organisation name and location.
- The child's full name, date of birth, and physical description.
- Details of the incident, including when and where the child was last seen and what actions have already been taken.

Follow police instructions. Continue to make yourself available to assist their enquiries.

4. While Awaiting Police or Parent Arrival

- Continue searching safely and systematically under supervision.
- Maintain supervision of remaining children with an allocated adult.
- Do not allow unauthorised individuals to leave or enter the area unsupervised.
- Preserve any relevant CCTV or attendance registers.

5. When the Child Is Found

- Reassure the child and check for any injuries, distress, or signs of harm.
- Do not question or blame the child — focus on safety and support.
- Inform parents/carers and, if police were involved, confirm the child's return.
- Notify the Designated Safeguarding Lead immediately.

6. After the Incident

- The DSL must:
 - Complete a Safeguarding Incident Report within 24 hours.
 - Review supervision, entry/exit procedures, and risk assessments.
 - Decide whether to notify the Local Authority Designated Officer (LADO) or Children's Social Care if there are safeguarding concerns.
 - Record all actions, times, and persons involved.

- The club will review the incident to prevent recurrence and share lessons learned with all staff and volunteers.



7. Key Principles

- Never delay contacting police once the child's absence is confirmed.
- Always keep a written record of what was done, when, and by whom.
- Always inform parents/carers and the DSL as soon as possible.
- Treat the incident as a safeguarding matter, not just a missing-person issue.
- Maintain confidentiality and professionalism at all times.

8. Contact Details

Role	Name	Contact
Designated Safeguarding Lead	Mrs Diana Weare	07841 032706 diana.dave@blueyonder.co.uk
Deputy Safeguarding Lead	Adam Gursztyn	07745 797273 adamgursztyn@gmail.com
Local Police (non-emergency)		101
Emergency		999
Local Authority Designated Officer (LADO)		0117 903 7795 LADO@bristol.gov.uk
Children's Social Care (Out of Hours)		0117 903 6444

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