

## Dublin Parks Tennis League CGL– Safeguarding Policy

### Appendix 12 Missing Persons Policy

Dublin Parks Tennis is committed to an environment in which all children participating in its activities are not at risk.

If a child under the responsibility of the Dublin Parks Tennis were to go missing, the following actions will be taken

The Leader Coach will immediately inform the Activity Director who informs the Designated Liaison Officer and Childrens Officers of the situation as it evolves.

The Leader Coach must;-

1. Ensure the other young people in our care are looked after appropriately while a search is organized you organise a search for the missing young person.
2. Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all possible is being done you can to locate their child.
3. Divide up all the available responsible adults into areas to be searched. It is best to take a short time to organise the search properly so that all places 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. The Leader Coach or **nominated person** should also make a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing he/she was wearing, and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the Garda Siochana.
7. The Gardai may recommend further action to be taken before they get involved. Any guidance they provide should be follow
8. If the Guards decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
9. At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents, searchers and the Guards if they are already involved.
10. Refer the concern as soon as possible to the Dublin Parks Tennis Child Safeguarding Team.

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