



COMMUNITY  
SPORTS  
FOUNDATION

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NEST

# LOST AND MISSING CHILD PROCEDURE

## **Scope**

This policy applies to all Norwich City Community Sports Foundation (“Foundation”) staff and affiliated entities to ensure a consistent standard across the Foundation and Norwich City Football Club (“Club”).

This policy supersedes any previous policies on this topic prior to its issue date.

This policy and procedure should be used in line with the Foundation’s safeguarding critical incident plan.

## **Foundation Statement**

The Foundation takes the safety and wellbeing of its participants seriously and will ensure that staff are aware of this policy and how to act quickly should a child be lost or missing.

Every effort is made to ensure that children remain with their parents, carers, or coaches. If a child becomes lost or goes missing during an activity, every effort will be made to locate the child as quickly as possible.

The Foundation will always contact the parent or relevant caregiver of the child as well as the police if they cannot be found in a reasonable time frame.

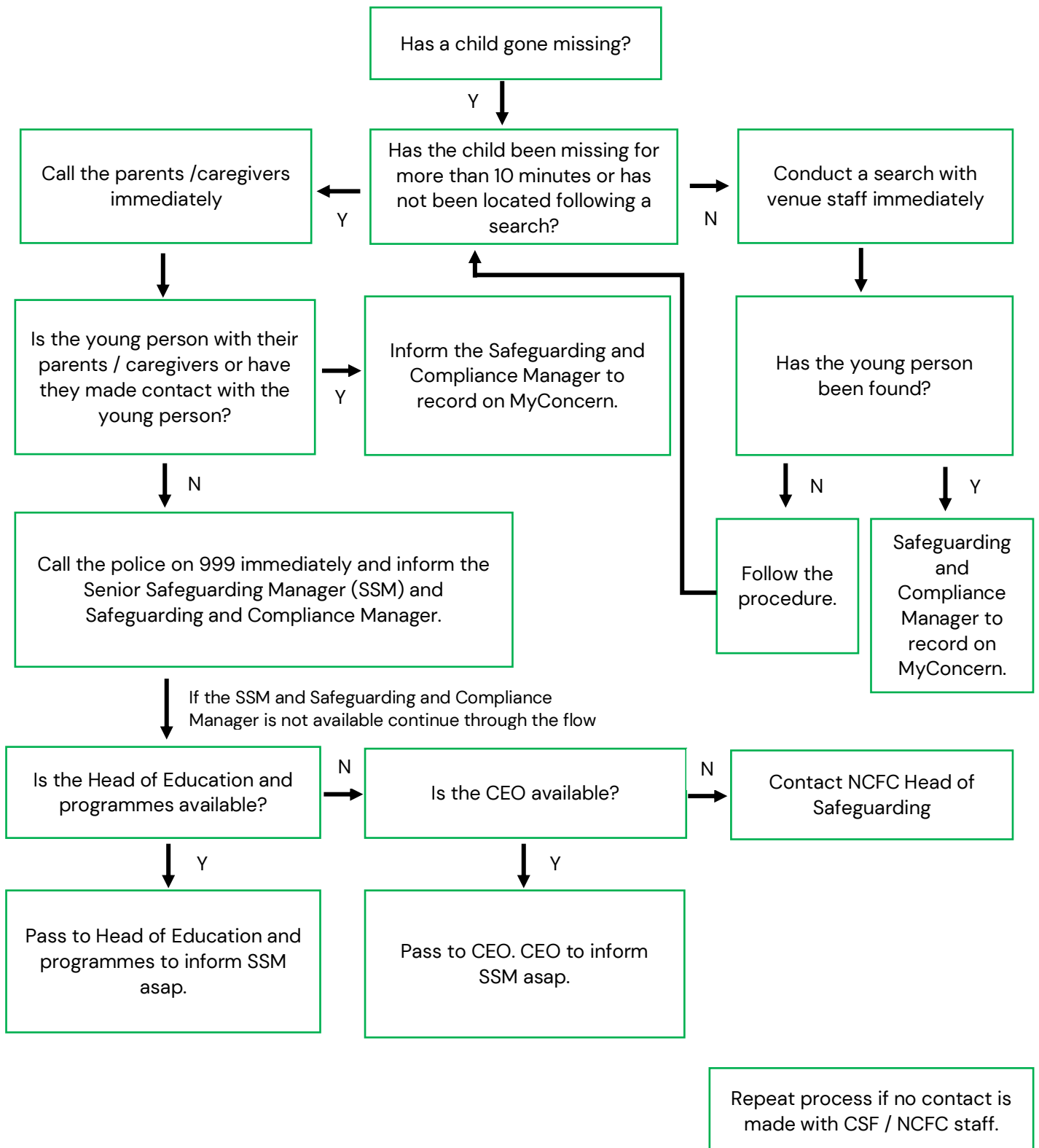
The Foundation defines a reasonable time frame as no longer than 10 minutes as this should allow staff to check the key areas of the venue / facility, such as the Changing rooms and toilets.

All staff should query any absent children on registers with the Programme Lead or the School to ensure that young people were not expected. Schools are required under their Service Level Agreements to note if a young person is a known absent before attending your session.

## Lost or Missing Child Procedure

The following procedure should be followed in the event a child or young person is lost or goes missing. This is in line with the Safeguarding Critical Incident Protocol.

Within this flowchart Y = Yes, N = No.



## **Associated Policies / Documents**

Safeguarding Children Policy

## **Key Contacts**

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## **Document Review**

Review Date: **August 2025**

This safeguarding procedure is due for general review on the above date. It may be reviewed and updated earlier in the event of a change in Foundation requirements or relevant legislation.

This procedure has been agreed by the Foundation's Safeguarding Team and the Chief Executive Officer.

