

TTW MISSING CHILDREN POLICY

Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	1 st July 2020
1.1	Amended text and language used.	Live	2 nd March 2021
1.2	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 st November 2021
1.3	Edit acceptance and adoption text	Live	21 st July 2022

Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to provide simple pre-defined guidelines, so that if a Child or Adult at Risk ever goes missing, they can be found in an organised and efficient way

If a Child or Adult at Risk, for whom the Club or League, Region or National Governing Body has responsibility goes missing, the following guidelines provide an outline of actions to be taken:

- Nominate a person as the coordinator or point of contact.
- Ensure other Children or Adults at Risk in your care are looked after appropriately, while you organise a search for the Child or Adult at Risk concerned.
- Get and ensure all people searching, have an accurate description of the missing Child or Adult at Risk.
- Send searchers immediately to any exit points of the venue, to ensure the Child or Adult at Risk has not left, and to any obvious danger spots nearby.
- Search the area in which the Child or Adult at Risk has gone missing, including changing rooms, toilets, public and private areas and the grounds.
- Nominated person should inform the Child's or Adult's at Risk parents, if not present, that they have gone missing.
- A report should be made to the police, no later than 20 minutes after the Child's or Adult's at Risk disappearance, even if the search is not complete.
- Always follow the action and guidance recommended by the police, once you have reported the disappearance.
- At any stage when the Child or Adult at Risk is located, ensure you inform all adults involved, including the parents, searchers and the police, if they have been notified.

All missing Children and Adults at Risk incidents, should be reported at the earliest opportunity to the relevant Safeguarding Officer.

The contact details for the National Safeguarding Officer are on the Table Tennis Wales website www.tabletennis.wales or you can email: safeguarding@tabletennis.wales

Important:

Please save a copy of this document onto your device, complete the information below and email a copy of the 'signed' document to safeguarding@tabletennis.wales

By 'ticking this box, I confirm that I have read, understand and fully adopt the TTW Missing Children policy.

Name:

Signed on behalf of: