



THREE ROCK ROVERS HOCKEY CLUB

INSTRUCTIONS FOR RESPONDING TO AN INCIDENT CONCERNING A MISSING CHILD

1. When a child is reported missing by a coach or by the child's parent or guardian the Club Manager or other staff person in charge must be notified immediately and the time of the incident recorded
2. The Club Manager or other staff person in charge must collect as much information about the missing child as quickly as possible, including
 - 2.1. child's name
 - 2.2. gender
 - 2.3. age
 - 2.4. dress and appearance
 - 2.5. location and time last seen
 - 2.6. any other relevant information, e.g. where the parent's car is parked
3. A coach or another parent or staff member remains with the reporter to ensure there is a clear line of communication in case the circumstances of the situation change
4. Where possible, the Club Manager or other staff person in charge should use the Club's P.A. system to announce over the system for the child to come to a designated safe area in the Clubhouse
5. The Club Manager or other staff person in charge relays the information in point 2 to the other staff, so that they can all look out for any unaccompanied children on the Club's grounds and premises
6. The Club Manager or other staff person in charge sends non essential staff and a group of coaches and parents – provided there is a sufficient number left to supervise the other children - to search the building and grounds, starting at the location the child was last seen and progressing systematically from there to cover the entire premises of the Club and its grounds
7. If the Child is not found no later than 20 minutes from the initial report the Club Manager or other staff person in charge must alert
 - 7.1. the Garda Siochana, at the nearest police station (Rathfarnham 01 6666500)
 - 7.2. the Child's parents (if they are not already aware)
 - 7.3. and the Club's Designated Liaison Person appointed under Child Protection and Welfare legislation



8. If the Child is subsequently found the Club Manager or other staff person in charge must inform any ongoing search party and the relevant authorities and persons who were altered under point 7 that the child has been found
9. A full written report of the timelines and circumstances of the incident must be completed as soon as practicable by the Club Manager or the staff person who was in charge when the incident occurred

MISSING CHILD – INCIDENT COMPLETION FORM

Child's Name:	Age of child: D.O.B.:
Male or Female:	
Time and place child last seen:	Time staff informed:
Hair Colour:	Clothing (Colour & Pattern):
Eye Colour:	
Ethnicity:	Any other relevant Information:
Parent/Guardian name:	Phone Number: Address:
Action taken: Staff Manager/person in charge informed: Gardai informed: Other:	Timeline:
Time Found:	Location found:
Time child handed over to event organiser, coach or staff person: Name of event organiser, coach or staff person that the child was handed over to:	Details of Adult handing the child over Name: Telephone: Role at the event:
Time Club Manager/staff person in charge was informed:	Any other information:
Name of Parent/Guardian collecting child:	Phone Number:



Relationship to child: Signature:	Address: ID document/s checked:
Member of event staff handing over child: Signature:	Time child reunited with Parent/Guardian: