



### **Missing Child During Away Trip Guidelines**

- Prevention is the key. A ratio of children to team managers is required so any 10 children require 1 TM to accompany at all times.
- It might be wise to take a photo of each child travelling should you require it. Consent is required for this from the parent and the photo must be deleted from the TMs phone when the trip is over.
- Children's accommodation must be located beside the TMs.
- It will be communicated to all Swimmers about what is and is not acceptable during the trip. Included in this conversation is a clear message that they cannot leave the group without a conversation with the TM.
- Children are reminded before they leave about the Trojan code of conduct- they are reminded that they are ambassadors of the club.
- Regular counts are done to be sure all children are present and accounted for

### **In the event of a child going missing**

- Notify coach and other TM
- Notify the facility be it the hotel or the training facility
- The children are asked if they know where the lost child has gone.
- A phone call to the child's phone is made if they have their phone on them.
- A search of the areas, bathrooms, hotel room and other areas is carried out with the TMs and the children in groups – no one on their own.
- If unsuccessful in the search the gardai are contacted, the president of the club, and the child's parents are alerted to let them know what happened and the details around the issue.
- All other children are kept together.
- Following successful recovery of the lost child the incident is documented in the club records.
- A review of the events is carried out – desktop exercise with the two TMs in a bid to learn from the event and put in measures to ensure there is no recurrence.

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