



UK Windsurfing Association

Missing Children and Young People Procedure & Found Child and Young Person Procedure

UK Windsurfing Association The Long Barn Sutcombe Holsworthy Devon EX22 7PY	Version	March 2025
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	Adopted by	The UKWA committee
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Found child – procedure

If a child or young person is found during an event, the UKWA will follow this procedure:

- Ensure immediate safety. Keep the child/ young person with you in a safe and public place.
- Inform the safeguarding officer and event director
- Gather information about the child/ young person – their name, any parent information (name, contact information), location that they got lost. See form included in this document.
- Make an announcement on the PA system
- Contact the police within 10 minutes of the child/ young person being found.
- Continue to make announcements on the PA system and follow the guidance from the police.
- Log all actions, communications, and observations.

Note: The terms 'child' and 'young person' describe any person under the age of 18.

In an emergency call, 999

Missing children & young people - Procedure on the shore:

If a child / young person goes missing during an event, the UKWA will follow this procedure:

- Make sure all other children and young people continue to be supervised appropriately while a search for the missing child/ young person takes place.
- Try to find out where the missing child/ young person was last seen.
- Make an announcement on the PA system and zello app.
- If the child/ young person cannot be found after a search of the immediate surroundings, contact the child's/ young person's parents or carers. Inform them of the steps being taken to find the child/ young person.
- Organise the remaining available responsible adults to search the surrounding area; allocate each person to a specific area. Ask all those searching to report back within a short time, depending on the size of the area.
- Make a note of the circumstances in which the child/ young person has gone missing and where they were last seen. Prepare a detailed physical description of the child/ young person. Include their hair and eye colour, approximate height and build, and their clothing. This will be required by the police. Any photographs of the child/ young person taken at the event could also be useful to the police. See form included in this document.
- Report to the police if the search is unsuccessful, and always within 10 minutes of when the child / young person was first noticed to be missing.
- Follow police guidance if further action is recommended and stay in close contact with the police.
- Report the incident to the UKWA safeguarding officer and the event director.
- Make sure that you inform all adults involved if the child/ young person is found at any stage, including the child's/ young person's parents or carers, everyone looking for the child and the police if a report has already been made.
- Log all actions, communications, and observations.

Note: The terms 'child' and 'young person' describe any person under the age of 18.

In an emergency call, 999

Missing children & young people - Procedure on the water:

If a child / young person goes missing during an event, the UKWA will follow this procedure:

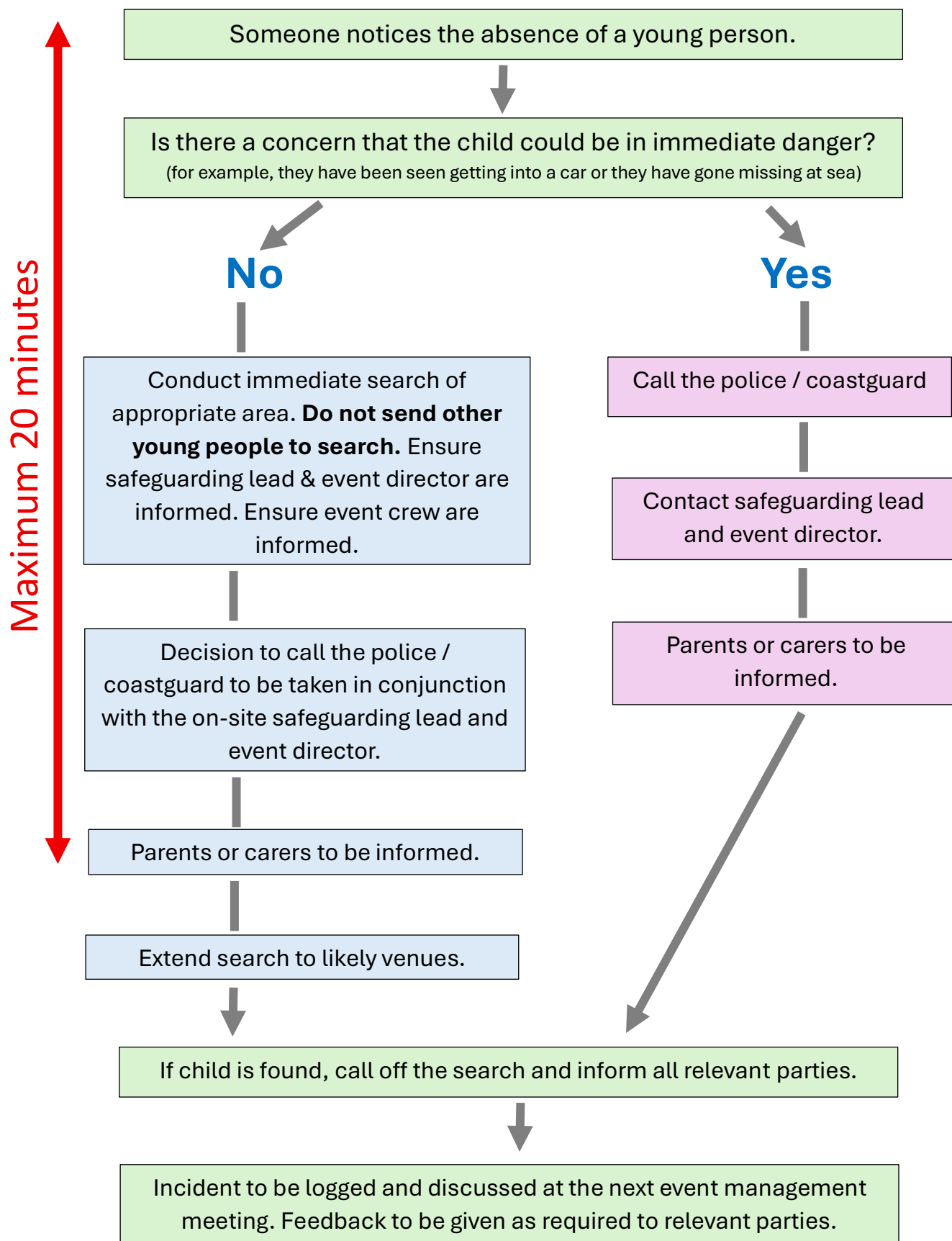
- Make sure all other children/ young people continue to be supervised appropriately while a search for the missing child/ young person takes place.
- Assign a lead responder
- Confirm where they were last seen – record time, location, direction, sail number and/or tally number, equipment, clothing.
- Make an announcement on the PA system, zello app or radio. Give name, age (if known), sail number and/or tally number, last seen and description.
- Safety boats deployed using defined zones, Report sightings regularly.
- Inform parents/ carers, align one liaison (give factual updates only)
- Report to HM Coastguard and police if the search is unsuccessful, and always within 10-15 minutes of when the child / young person was first noticed to be missing. Give last known position, sail number and/ or tally number, description, sea conditions and search actions.
- Follow police guidance if further action is recommended and stay in close contact with HM Coastguard and police.
- Report the incident to the UKWA safeguarding officer and the event director.
- Make sure that you inform all adults involved if the child/ young person is found at any stage, including the child's/ young person's parents or carers, everyone looking for the child and HM Coastguard & police if a report has already been made.
- Log all actions, communications, and observations.

Command Principle: All actions follow instructions from the Event Director / Safety Lead.

Note: The terms 'child' and 'young person' describe any person under the age of 18.

In an emergency call, 999

Flowchart: procedure for missing children or young people at events





UKWA Lost / found child or young person form

for members of the public or participants

Event name	
Date	
Note: Details for records only, not to be announced over the PA.	

Part 1 – Lost / missing child or young person

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		☐ Spectator ☐ Participant ☐ Other:	
Any other relevant information	⇒ Include any medical needs, disabilities, emotional health needs etc.		

Contact details – parent / carer	
Name*	
Contact number(s)	
Address	
Email	

* as reported, or from player registration form if they're a participant

Incident details			
Time and place child last seen		Time event staff informed	

Action(s) taken and when	☐ Event security informed, at __:__	☐ Police informed, at __:__
	☐ Other (details and time)	

Part 2 – Found child or young person

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		☐ Spectator ☐ Participant ☐ Other:	
Has the child any special medical requirements?	⇒ Check for medical tags		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of security / steward and head of security dealing with the child			
Time child handed over to lost-child unit			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature	x	

Declaration	
☐	Parent's / carer's ID document(s) checked
Member of event staff handing over child	
Staff member's signature	x

Resources:

NSPCC – children protection in sport unit

www.thecpsu.org.uk