Limerick Athletic Club Missing or Found Child Policy

Purpose

The purpose of this policy is to outline Limerick AC's approach a missing or found child.

Document Control

Version Number	Date	Changes
Draft	14th September 2026	Creation of document
1.0	18th November 2026	Approval by Committee

1. Introduction

This policy outlines the actions a member of Limerick AC should undertake in the instance of a missing or found child.

2. If a Child is Missing

If an athlete cannot be located during a training session or an away event, the following actions should be taken immediately:

a) **Alert Officials:** Immediately inform the Lead Coach, Club Officials, and if at an away event the Event Director or Safety Officer.
b) **Maintain Supervision:** Ensure all other children in the group continue to be supervised by a coach while the search begins.
c) **Organised Search:** Task available responsible adults to search specific assigned areas. Searchers must report back to a central point within a set time (e.g., every 5–10 minutes).
d) **Contact Parents:** If the child is not found quickly, contact the parents to inform them and provide reassurance that a structured search is underway.
e) **Record Details:** Prepare a description of the child (clothing, height, hair colour) and note exactly where they were last seen. Fill out the Lost Child Form, see pages 4 and 5 of this policy.
f) **Contact An Garda Síochána:** If the initial search is unsuccessful, call the Gardaí. This must be done **no later than 20 minutes** after the child was first reported missing.
g) **All-Clear:** Once the child is located, immediately inform the parents, all searchers, and the Gardaí.

3. If a Lost Child is Found

If you find a child who has become separated from their group:

a) **Report it:** Notify the Event Director or Club Safety Officer immediately.
b) **The Safe Area:** * **Under 16s:** Must stay in a designated "Safe Area" until collected by a parent/guardian or the Gardaí.
c) **Over 16s:** May choose to leave once a Found Child form is completed. See pages 4 and 5 of this policy.
d) **Supervision:** The child must be supervised at all times by **two Garda-vetted adults**. One adult should never escort a child alone.
e) **Identification:** Proof of identity may be requested from the adult collecting the child if the steward deems it necessary.
f) **Uncollected Children:** If a child is not collected by the end of an event, they will be placed under the protection of An Garda Síochána.

4. Key Definitions

a) **Responsible Adult:** Someone over 18 whom the child feels comfortable with and who poses no obvious threat.
b) **Paramount Concern:** At all times, the comfort and wellbeing of the child is the priority. If a child seems unwilling to go with an adult claiming to be their guardian, the Gardaí must be contacted for advice.

Lost / found child 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

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

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	✕	

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