



ASM Sports (UK) Limited | Lost/Uncollected

Child Policy | September 2026

1. Key Contacts and Information

Policy Leader /Designated Safeguarding Lead	Nick Marren	01782 366332
Deputy Policy Leader/DSL	John Hancock	01782 366332
Senior Manager	John Kendall	01782 366332
Managing Director	Alex Morris	01782 366332
Local Authority Designated Officer (LADO)	John Hanlon john.hanlon@stoke.gov.uk or chad.referrals@stoke.gov.uk	01782 235100
Emergency Duty Team – after hours, weekends and public holidays		01782 234567
Staffordshire Children Social Care – for referrals First Response Police Non-emergency – 101 Emergency - 999		0800 1313126
Prevent Education Officer m: 07900 135606	Sarah Dyer sarah.dyer@stoke.gov.uk	01782 233239
Safeguarding Education Development Officer	Dawn Casewell dawn.casewell@Stoke.gov.uk	01782 235897



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Address: G22 Genesis Centre, Stoke-on-Trent, Staffordshire, ST6 4BF

Registration No: 07376198 **VAT No:** 159838063



Stoke on Trent Cooperative Working Access Advice and Access Team		01782 232200
Education Lead - MASH Amanda Clough amanda.clough@stoke.gov.uk		01782 236516
Social Care 'Better Together' Project kayleigh.harold@stoke.gov.uk	Kayleigh Harold	01782 232470
Policy Approval Date 2026		16th September
Frequency of Policy Review		Annually
Next Review Date September 2027		
Signature of Policy/Procedure Leader		Signature of Managing Director
<i>Nick Marren</i>		<i>Alex Morris</i>

2. Purpose & Aim of This Policy

We facilitate a safe and secure environment for the participants in our holiday clubs. ASM Sports have a up-to date election register that ensure a live and current account of all the children that stay with ASM sports are always accounted for. This is then used for the coach to partake in regular head count against the names of the children signed in on the register.

In the event of a child being unaccounted for the follow steps will be taken.



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- Senior duty manager will be notified immediately.
- A full headcount will be completed using the register to ensure the child is not present in another part of the venue.
- All staff will be informed, and an immediate full search of the venue will happen. Whilst doing this all-other children will be supervised.
- If the child is still missing, the parents will be contacted immediately and kept put to date.
- The ten-minute point is a maximum escalation threshold and is not a waiting period where there is an immediate safeguarding risk. Police/Children's Social Care and other relevant authorities must be contacted immediately where circumstances indicate that the child may be at risk.
- A continued wider search of the venue and surrounding will be carried out. Staff will stay in contact using their mobile phones.
- When the police arrive, our staff will be lead by them and we will cooperate in full
- Staff members would continue to search the venue until the child is found.
- if the child is found the at any point the search stops and the Senior Duty manager will start a full review.

After the incident, a full report will be made and Ofsted would be contacted and a written report sent by the Operations Manager informing them of the incident.

In the event of a child being uncollected the follow steps will be taken.

- Senior duty manager will be notified immediately.
- parents will be contacted immediately
- The ten-minute point is a maximum escalation threshold and is not a waiting period where there is an immediate safeguarding risk. Police/Children's Social Care and other relevant authorities must be contacted immediately where circumstances indicate that the child may be at risk.
- It is important that we check the identity of the person that is to collect the child?



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A full written report of the incident will need to be recorded and filed. The child must stay with two members of staff at the setting until they are safely collected by their parent/carer, other authorised adult or a social worker.

Signed:

Alex Morris

Position: Managing Director

HAF 2026–27 Safeguarding

- For HAF-funded provision, any serious safeguarding incident must be reported immediately through the commissioning local authority's safeguarding and HAF procedures so that the authority can meet its DfE reporting duties.
- A missing or uncollected child must remain supervised by suitable staff and the incident must be fully recorded and reviewed.



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