

# Missing children and young people at Disc Golf Events

Example procedure and flowchart for use at ADG Sanctioned Events

## *Purpose*

This procedure provides a clear, systematic response when a child (under 18 years) is reported missing or becomes separated from their parent/guardian/approved adult during an ADG sanctioned disc golf event.

## Pre-Event Preparation

### *Information Collection*

- Before the event, ensure ADG-Form-SC-01 has been completed by the parent/guardian for every youth participant in the event.

### *Event Setup*

- Designate a central Lost Child Meeting Point
- Clearly communicate the meeting point location during players' meeting
- Ensure all volunteers and staff know the lost child procedure
- Assign a Lost Child Coordinator (typically TD, Assistant TD, or Child Safety Delegate (CSD))
- Have emergency contact numbers readily available (000, local police non-emergency)

### *Standard of Care*

The TD has final authority to activate full search procedures if they believe there is any risk to the child's safety.

## Immediate Response (First 5 Minutes)

### *When a Child is Reported Missing*

#### **Step 1: Gather Information (1 minute)**

- Attempt to contact the child
- Speak with parent/guardian to determine: Is this typical behaviour for their child? Where might the child have gone? What timeframe before escalating to full search?
- Obtain child's name, age, and description
- Determine last known location and time last seen
- Identify who last saw the child and what they were doing
- Note what the child was wearing

#### **Step 2: Quick Area Search (4 minutes)**

- Parent/guardian and approved adult search immediate area
- Check obvious locations: restrooms, car park, food vendors, spectator areas
- Ask nearby players and spectators if they've seen the child

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

**In an emergency, call 000.**

## Extended Response (After 5 Minutes)

*If Child Not Found in Initial Search*

### Step 3: Activate Lost Child Protocol

- TD or CSD takes control of situation
- Alert all event staff and volunteers
- Pause play if necessary for safety announcements
- Make a public event announcement (PA, Facebook, Event Page, etc):  
"Attention all participants and spectators. We are looking for [child's name], [age], wearing [description]. If you see this child, please bring them to [meeting point] or contact event staff immediately."

### Step 4: Organised Search

- Deploy volunteers to search key areas:
  - All holes and fairways
  - Wooded areas and rough
  - Car park and access roads
  - Nearby facilities
  - Water hazards (priority if applicable)
- Establish check-in system (volunteers report back every 5-10 minutes)

### Step 5: Contact Authorities (10 minutes if not located)

- Call 000 if:
  - Child not found within 10 minutes
  - Course has water hazards or dangerous terrain
  - Child has medical conditions requiring attention
  - Any concern for child's immediate safety
- Provide police with:
  - Child's details and description
  - Event location and boundaries
  - Search efforts undertaken
  - Course map if available

## When Child is Located

### Reunification Process

- Bring child to Lost Child Meeting Point
- Ensure child is safe and unharmed
  - Confirm child's name

Verify parent/guardian/approved adult identity

- Check against registration information

Brief assessment

- Ask if child is injured or unwell
- Provide first aid if needed

Stand down search

- Immediately notify all searchers
- Make PA announcement that child has been found
- Resume normal event operations

Complete incident report (see below)

## Contact Information

Emergency Services: 000

Local Police (Non-Emergency):

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Event-Specific Contacts:

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Tournament Director:

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Assistant TD:

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Child Safety Delegate:

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## Prevention Strategies

### Tournament Director Actions

- Emphasise supervision requirements at players' meeting
- Remind parents/guardians of their responsibility
- Identify all children participating at check-in
- Ensure approved adults are clearly identified
- Brief all volunteers on the lost child procedure

### Course-Specific Considerations

- Identify high-risk areas (water, roads, boundaries)
- Ensure clear signage to meeting point/headquarters
- Consider communication methods (radios, PA system, mobile numbers)

### Parent/Guardian Education

Provide written reminders at registration:

- Stay with your child or ensure approved adult supervision
- Establish a meeting point if separated
- Ensure children know to find event staff if lost
- Keep mobile phone charged and accessible

## Training Requirements

All event staff and volunteers should:

- Read this procedure before the event
- Know the location of the Lost Child Meeting Point
- Have TD, assistant TD and Child Safety Delegate contact details
- Understand their role in a search situation
- Know not to delay contacting authorities if concerned

## Review and Updates

This procedure should be:

- Reviewed annually
- Updated based on incident learnings
- Aligned with ADG Safeguarding Children Policy
- Communicated to TDs and volunteers of the event

Template Version: 1.0

Date: January 2026

Next Review: January 2027

## Lost Child Meeting Point

The central meeting point for this event is:

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## System for Public Announcements at Event

System for event-wide announcement that lost child search is underway:

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## Lost Child Incident Report Form

**Instructions:** Complete this form within 48 hours of an incident and submit it to the ADG Safeguarding Child Officer at [scofficer@australiandiscgolf.com](mailto:scofficer@australiandiscgolf.com).

### Event Details:

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

TD Name: \_\_\_\_\_ CSD Name: \_\_\_\_\_

### Incident Details:

Date Child Reported Missing: \_\_\_\_\_ Time Reported Missing: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Age: \_\_\_\_\_

Time Child Located: \_\_\_\_\_ Duration Missing: \_\_\_\_\_

### Description:

Circumstances of Separation: \_\_\_\_\_

\_\_\_\_\_

Last Known Location: \_\_\_\_\_

Search Efforts Undertaken: \_\_\_\_\_

\_\_\_\_\_

Authorities Contacted (Yes/No): \_\_\_\_\_ Time of Contact: \_\_\_\_\_

How Child was Located: \_\_\_\_\_

\_\_\_\_\_

### Outcome:

Child's Condition When Found: \_\_\_\_\_

Any Injuries or Medical Attention Required: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_

### Lessons Learned:

What Worked Well: \_\_\_\_\_

\_\_\_\_\_

What Could be Improved: \_\_\_\_\_

\_\_\_\_\_

Recommendations for Future Events: \_\_\_\_\_

\_\_\_\_\_

