



Malpas & District Junior Football Club



Grounds: Malpas Sports Club, The Oxhays, Wrexham Road, Malpas, Cheshire
Bishop Heber High School, Farndon Community Field
www.malpasfc.co.uk

Missing Child Procedure 2324

For the purposes of this document, a “child” is any person under the age of 18 years.

If a child goes missing during a match, training session or any other organised Club activity, the following steps should be taken.

- Ensure all other children attending are appropriately supervised, whilst the response is organised and carried out.
- Organise any other adults present to conduct an immediate search of the area, working in specific search blocks. These adults should be given a time limit to the initial search and a requirement to report back.
- If the child cannot be located through this initial search, the Manager or most senior Club Official present should contact the parents of the child, explain the situation and provide assurance that steps are being taken.
- Make a note of the circumstances, including specific times and locations.
- Prepare a description of the child – age, height, hair colour, eye colour, clothing and any other identifiable characteristics.
- Following an unsuccessful initial search, the Police should be contacted – this should be within 20 minutes of the disappearance.
- Follow all instructions and guidance from the Police / Emergency Services.
- Report the issue to the Club Welfare Officer.
- Should the child be located at any point, ensure all adults, Police and Emergency Services are notified as soon as possible.
- Once the event is over - evaluate the circumstances and consider reviews to policy and procedures.

In responding to the points above it is important for Managers to be aware of the following:

- Manager(s) / Coach(es) are aware of the requirement to maintain accurate attendance registers for every session.
- For younger age-groups, it is important that a parent / guardian is present throughout all Club activities. The Club provides formal sports activities, not childcare.
- Players should ideally be escorted to and from pitch-side to pick-up points. This should ideally be through being collected from the pitch by a parent / guardian, otherwise the Manager(s) / Coach(es) / Volunteer(s) should provide this escort to, for example the car park.
- Whilst it is the Club's preference that players are collected, it is noted that within the village of Malpas, young people tend to walk to school, socialise, etc. with the agreement of parents. Where it is the parent's instruction that the player can travel to / from Club activities by themselves (e.g. live in close proximity), this must be documented in writing – signed-off / confirmed by the parent and shared with the Club Welfare Officer. This should include the physical location, beyond which the parent accepts the Club can no longer be responsible for that player.

- Managers should have up to date records, available on the day, confirming the official parent / guardian or next of kin and be aware of any other adult that could reasonably collect the player from the session. This may include any adult that SHOULD NOT collect a child due to domestic or legal situations.

