



Updated 27th June 2018

Scunthorpe United Football Club Academy

Missing Persons Policy 2018-19 Including Late Collection of Academy Players

1. Legal Obligations

Under the Health and Safety at Work Act 1974 the legislation requires the club to ensure that the supervision of Academy players throughout the time they are training or playing games is adequate to ensure their health, safety and welfare.

The responsibility of the Academy staff begins at the designated times stated on the timetable given to parents and children and terminates at the end of the designated session.

All Academy staff have a duty of care when supervising training or games and this is regarded as being in loco parentis.

2. Academy Training

Parents are responsible for the arrival at and collection / departure from the Academy training sessions of their children.

When the Academy commences all coaches in charge of teams must record the names of players attending on the PMA (Performance Management Application). Inevitably there will be occasions when players do not attend. If coaches have any reason to be concerned by a player's absence, then the matter should be reported to:

U12 to U16 Lead Development Phase Coach

U9 to U11 Lead Foundation Phase Coach

- a. Refer to the Player's Database for the family's telephone numbers
- b. Phone the parents to ascertain whether the player has set off for training/match
- c. If the player has set off but not arrived, agree a plan of action with the parents.
- d. Agree a lapse of time before telephoning the police and who will do what.
- e. If the player arrives, or does not arrive within the agreed time, notify the parents.

Late Collection of Academy Players

On training nights and match days on returning to the St Lawrence Academy site - make sure all players are collected by their parents.

If for Any Reason the players parent/carer is unable to collect them it is the coach's responsibility to supervise the player in their care until the responsible adult arrives to pick them up. If there is a long delay on picking the player up, then you should take the following steps.

- 1) Ask the player if his parent/carer has given them the time of pickup.
- 2) If the player is unsure then using the emergency contact form in the pack you have been provided, which has details of players contact numbers. Try ringing the parent to ascertain what time they will arrive.
- 3) If you are unable to contact the parent, you will have to wait with the player until a parent arrives.
- 4) If you have any concerns, then speak to your Lead Phase Coach or Head of Coaching.
- 5) If you still cannot contact the parents use the alternative contact number to have the player picked up as soon as possible.
- 6) **You Must Remain with The Player Until He Is Collected.**

3. Academy Games

Players must be notified in advance of any match as to the following aspects.

- a. Day and time of departure.
- b. Meeting Place
- c. Estimated time of arrival back

Players and parents should be notified as to where the match is taking place and if they are opting to travel, be given specifications of the venue.

Prior to departure, coaches must check that all players have arrived, prior to counting them on to the bus (if there is one running). Coaches should report any names of any absentees to the Head Coach, who will decide whether to contact the family.

On arrival at the venue, coaches will supervise the team into the designated changing room and remain with them while preparations are made.

Coaches will escort teams out on to the playing area.

At the end of the game, coaches must establish and record names of any players who have asked to return with their parents, family or friends and should supervise the handover of these players to their families. Ask families to remain until you have checked all the players are present for the return journey.

Prior to boarding the bus (should there be one running) for the return journey, check that all players that are returning back to The Academy at Scunthorpe are there and supervise them onto the bus.

If for any reason a stop is made en route, then coaches must make sure that players are counted off and back on to the bus. The Head Coach, should also give clear instructions about reporting back to the bus - as well as ensuring players are clear as to where they are allowed to go.

The whereabouts of at least one member of staff should be given whilst off the bus, in case there is a problem.

On returning to the bus, all players must be counted back on.

4. Missing Players

If a player is missing, the following procedure should take effect.

- a) Discover who saw him last and where.
- b) Try and establish if he was with any other player and intended travelling home with their parents.
- c) Check all the places where the team have been e.g. changing rooms, showers, toilets, food/refreshment areas.
- d) Check with parents who have not departed, ensure the player is not with them.
- e) If the procedure **A to D** does not lead to finding the player, then report the circumstances to the match day co-ordinator of the home club.
- f) Notify **parents** and **the phase lead coach**.
- g) Inform the police.



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I confirm that I have received a copy of the Academies Missing Persons Policy and late collection policy.

Coach's Name _____

Coach's Signature _____

Date _____

Season _____

Please sign and return to the Academy Administrator – Thank You

Club Copy - Retain In Staff File - Club Copy