

This policy is written and should be read in conjunction with the WFCS Football Club policy on the Late Collection of Children.

**Coaches must be aware, at all times, of the players they have in their care during both training sessions and matches.**

The coach should ensure the safety of those in their charge by adopting the following procedures:

### **For training sessions and home matches:**

- Coaches should arrive at least 15 minutes before the time players have been told to arrive
- If parents arrive early they should not leave the players on their own. Parents must wait until a coach and at least one other player arrives before they leave the venue. At the end of the session two adults should remain with the players until the parents arrive to collect the players. Under no circumstances must coaches leave a player alone to wait for a parent/guardian who may be late.
- At each session coaches must take a register of the players who have arrived.
- If parents are going to be late they must inform one of the coaches by mobile phone. Parents should also inform the Coach if they are unable to collect their child and are sending someone else to collect the player. Text messages are not acceptable as a means of communication.
- Players should be encouraged to go to the toilet before the training session or match so that they do not have to go during the activity. If a toilet visit is necessary during, players should go as pairs with one coach/helper. The coach/helper should stay just outside the changing rooms whilst waiting for the player

### **For away matches:**

- Coaches should arrive at least 15 minutes before the players
- The Coach in charge must carry a copy of the list of players travelling and know the total number of players in their charge

### **Missing players:**

If a player goes missing at any time the following procedures should be followed:

- A Coach/helper should look for the player
- If the problem is not resolved within 15 minutes, you should contact the parent
- If the player is not found after 30 minutes, Coach/helper and parents should inform the police.

### **Investigations:**

When a missing child has been located and safely returned to training/the game, the child's family or the police, the club Club Welfare Officer will conduct an investigation into the circumstances of the child going missing.

This is in order to identify any factors that need to be addressed by Norristhorpe Junior Football Club or communicated to the parents to prevent a recurrence of the child going missing.