



Scunthorpe United Academy

Missing Persons Policy

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 by parents.

1. Academy Training

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

A) When an Academy training session commences, all coaches in charge of teams must record the names of players attending on a physical register before the PMA.

B) 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 (Rick Passmoor) Mob: 07525 842 600

U9 to U11 Lead Foundation Phase Coach (Lee Rostron) Mob: 07518 260 246

Refer to the Player Database for the family's telephone numbers

Phone the parents to ascertain whether the player has set off for training/match

If the player has set off but not arrived, agree a plan of action with the parents.

Agree a lapse of time before telephoning the police and who will do what.

If the player arrives or does not arrive within the agreed time, notify the parents.

Academy Games

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

Day and time of departure.

Meeting Place

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 of Coaching or Lead phase 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 of Coaching or Lead Phase 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.

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, Lead FDP Lee Rostron or Lead YDP Rick Passmore and Tony Daws.**
- g) Inform the police.