Missing Persons Policy
Updated 20th April 2017

It is the responsibility of Stevenage FC Football Club to provide a Policy that issues guidelines and sound practices to ensure that all reasonable precautions are taken to ensure that players do not go missing when they are with Stevenage FC Football Club for the purpose of training, education and match play. The Policy also issues guidelines and sound practices should any player go missing.

1. ADVISCE TO PLAYERS

1.1 This policy is about what steps should be taken by you to ensure you don’t go missing and what steps for you and the club to take should you unfortunately go missing.
1.2 Never wander off on your own, always keep with the squad, however you should need to leave the squad for any reason then let your coach know and take another player with you.
1.3 If someone you don’t know speaks to you, pretend you have not heard them and walk away
1.4 Never take sweets, presents, or lifts from someone you don’t know
1.5 Be wary of public toilets and go in with another player if possible. If someone approaches you, get out fast.
1.6 Never go up to a car to give directions, keep away so that no one can get hold of you and you can’t run away.
1.7 If something bad does happen to you, even if you break one of the rules, you should tell your coach and your parents.
1.8 Arrange with your parents to have a family code word. So if anyone comes to collect you from training or a match ask that person for the code “No Code, No Go”
1.9 Learn your address, post code and telephone number
1.10 If someone tries to touch or grab you, shout “NO” get away as fast as you can and then tell an adult.
1.11 Always run towards shops, or places with people.
1.12 If you think you are being followed, go into a shop or knock on the door of a house - ask for help.
1.13 Always carry your Club ID card with you
1.14 Know how to use a public telephone and how to contact the coach in charge and other persons within the club as indicated on the form and your parents.
1.15 Know how to make an emergency phone call
1.16 You don’t need money to make a reverse charged call (the person at the other end pays for the bill)
1.17 Know how to make a reverse charge phone call.

2. THE PLAYER - GETTING LOST

2.1 If you get lost, go into a shop or a place with lots of people and ask for help, or find a police officer, a security guard or a traffic warden and ask for help. If you can’t find any of these then ask a man or women with children to help you. Show them your ID card.
2.2 Don’t go in a house, or office or phone box with anyone – wait outside while they telephone your parents or police.
2.3 Don’t get into a car or accept a lift from anyone, say you’ll wait for your parents or the police to fetch you.
2.4 Contact your coach first, if you can’t contact him then contact the Academy Manager or the Youth Development Coach, they can then contact your party, and you should contact your parents then.

3. TRAINING

3.1 Stevenage FC Football Club must ensure that the Player, the parent/guardian and its staff are trained in relation to the missing person’s policy.

4. PARENTS

4.1 Parents must be aware of their responsibilities in relation to taking all reasonable precautions for their children and comply with the Missing Persons Policy, paying particular attention to items 1.8, 1.9, 1.13, 1.14, 1.15, and 1.17 listed above.
4.2 Parents must inform the Club of any changes in relation to their children concerning his address, telephone number, parents and guardians and health issues.

5. COACHES AND ANCILLARY STAFF

5.1 Coaches and ancillary staff are obliged to take all reasonable measures to ensure that every player under their control and supervision is safe and protected from any unacceptable risks.
5.2 A coach and ancillary staff’s duty of care whilst being on duty with the Club is not confined to the direct intervention of coaching. It is at all times from meeting the Players to ensuring that they are collected safely at the end of the training session, match or trip.
5.3 Your care can only be put to one side at times when responsibility for care of the Players can be reasonably delegated to some other person or persons who are competent.

6. GENERAL PROCEDURES

6.1 Each coach must have in his possession at all times that he is in charge of his squad, the relevant personal information about that squad and any trialists. It is the responsibility of the Club to issue the coach with this information and the coaches’ responsibility to ensure that he maintains such information and informs the club of any changes thereto.
6.2 The coach must be aware of all the players under his responsibility at all times but specifically in relation to the following.
6.2.1 Taking a register of attendees prior to the commencement of training and matches.
6.2.2 Taking a register of attendees prior to the departure to any training, matches and trips with common transport, i.e. bus, minibus, train, plane etc.
6.2.3 Checking the presence of all attendees prior to the departure of common transport following a stop for whatever reason and prior to the journey home.
6.2.4 Should a player depart for home with their parent/guardian you must satisfy yourself that the said parent/guardian is the authorised person to take the player home, remember to account for this on your register. Do not leave the player in the dressing room or any other place alone without his parent/guardian.

6.2.5 Do not leave any player on their own at any place following the completion of training, matches or trips. Stay with them until they are collected by the player’s parent/guardian.

7. MISSING PLAYER PROCEDURE

7.1 Put one coach or a parent in charge of the other players and instruct the players not to leave the main party.

7.2 Organise a search enlisting other staff/parents.

7.3 If the player is not found then make the representative of the home team, facility, venue etc. away of the missing person.

7.4 Telephone the Centre for Excellence Director and or the Youth Development Coach and make them aware of the problem.

7.5 The Centre for Excellence Director and or the Youth Development Coach will then contact the Chief Executive to notify him of the problem.

7.6 Contact the police and seek their advice, they will then implement their own procedure.

7.7 Should the player still not be found then inform the Chief Executive to contact the Player’s parent/guardian.

8. TRANSPORT BREAKDOWN/ACCIDENT PROCEDURE

8.1 Contact the Academy and or the Youth Development Coach in relation to the whereabouts and nature of the breakdown/accident.

8.2 Depending on the severity of an accident, then the Academy and or the Youth Development Coach must inform the Chief Executive.

8.3 Notify the Central Information Base, they will contact all parents if this is necessary.

8.4 Ensure that the Player’s welfare is taken care of and liaise with the relevant authorities, i.e. police, ambulance, hospital etc.

9. SERIOUS INJURY/ILLNESS

9.1 Should a player have to go to hospital as a result of a serious injury or illness then organise for at least one person to travel with the Player. This may be a parent/guardian, coach or physiotherapist/first aider but preferably someone that the Player knows and is familiar with.

9.2 Ensure that the player’s personal belongings are taken care of.

9.3 Make provisions for the person accompanying the Player to keep you informed of the situation.

9.4 Inform the Club’s Youth Physiotherapist of the situation and seek guidance.

9.5 Inform the Player’s parent/guardian of the situation and advise accordingly.

9.6 It may be necessary to collect the Player from hospital with the team bus.

9.7 Should the Player need to stay in hospital overnight then discuss with the parent/guardian the Player’s welfare. You may need to stay with the Player until such times
as the parent/guardian arrives. If this is the case then arrangements must be made with a responsible person to accompany the group back to the Club.

10. STEVENAGE FC’S RESPONSIBILITIES

10.1 The Club must educate all staff, players, and parent/guardians in relation to the Missing Persons Policy.
10.2 Following the initial training, all new staff and players shall as part of their Induction be educated in relation to this Policy.
10.3 Two persons shall be nominated as the Central Information Base whereby all records of all staff and Players are kept in relation to name, address, parent/guardian’s telephone numbers and any medical history.