

CHILD PROTECTION

MISSING CHILD PROCEDURE FOR PARENTS

In the event of your child not returning from training from a match or on discovering him/her missing at an Academy venue please undertake the following procedure.

- Contact the relevant coach for your son/daughter or inform any member of staff
- Contact a fellow team member to establish when your son/daughter was last seen
- If at an Academy venue together with staff make a search of the area including changing rooms and toilets
- Inform the local Police. (Telephone numbers for the Police relevant to the training grounds shown below)
- All such incidents must be reported to the Child Protection Officer

If your child is expected to attend for any fixture but is unable to do so please ensure that the coach for your child's team, any staff member or fellow parent is made aware.

On any away fixture you must inform the coach that you are taking your child or another child home with you and not on the club Academy transport.

MISSING CHILD PROCEDURE FOR STAFF

ON THE DISCOVERY OF A CHILD HAVING GONE MISSING, PLEASE UNDERTAKE THE FOLLOWING PROCEDURE.

- Establish who saw the child last and where.
- Inform a full time member of staff.
- Make a search of the immediate area checking toilets and changing area.
- Inform the local Police (Relevant telephone numbers listed below.)
- Continue the search of the area.
- Report all such incidents to the Child Protection Officer.
- If a child does not attend a departure time for an away fixture as expected, make enquiries with the parent or guardian.
- Care should be taken on away fixtures that prior to returning home all children are accounted for. Parents must inform staff that they are to take their child or another child home with them.
- Care should be taken when stopping at Motorway services that all children are again accounted for.

West Midlands Police covering training areas: **0845 113 5000**