

MISSING PERSONS

POLICY, PRACTICE and PROCEDURES

Swansea City F.C. will take all necessary and appropriate action to ensure that any player registered with its Centre of Excellence, or any trialist is safe, secure and comes to no harm while he is required to attend an activity or event organised by the Club.

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

Parents/ Guardians will be notified of the schedule, time and duration of events / activities, organised by the Centre of Excellence and which their son/ ward is required to attend. From the time a youngster is requested to present himself at a C.O.E activity, until the specified time when he is dismissed, he will be the responsibility of the C.O.E and as such Club personnel will supervise him.

Personnel responsible for the supervision of your son / ward will have obtained a current Enhanced Disclosure Certificate from the Criminal Records Bureau.

At all times, the Centre of Excellence will observe the stipulated regulations provided by the F.A. and the Football League in terms of Personnel / Player ratio.

Parents / Guardians are invited to discuss concerns with the Centre of Excellence Director or the Education and Welfare Officer at any time.

A Complaints Procedure exists and parents / guardians are invited to pursue this, should they consider it necessary.

Parents / Guardians will be presented annually with a player Consent / Information Form. This must be completed accurately. It must be returned to the Club and information will be recorded and retained and used in accordance with the Data Protection Act. Should any details, provided by a parent / guardian, alter during the course of the season the Club must be informed as a matter of urgency.

The Consent/ Information Forms will be kept by the person / persons directly responsible for a particular age group squad- .i.e. Coach / coaches.

Should a parent / guardian encounter a problem in arranging to collect his / her son/ ward from a C.O.E event at the stipulated time, he / she must notify the club (preferably the coach responsible for the youngster) in good time and provide details of appropriate arrangements.

Occasionally, a parent / guardian might request that his / her son/ ward travels to and/or from a venue associated with a C.O.E (away fixture) other than by Club organised transport. Such a request will be sanctioned at the discretion of Club Personnel, whose decision will be final.

Should a youngster whose parent / guardian has not requested travelling arrangements other than Club organised transport, express a desire to travel with another person, he will not be granted permission.

The club cannot be responsible for any youngster should arrangements other than club organised transport be requested and sanctioned.

It is vital that youngsters listen carefully to and follow instructions and advice concerning safety, issued by Club personnel.

FOR TRAINING AND HOME MATCHES

Coaches should arrive 15 minutes before the time the players have been told to arrive. If parents arrive early, they should not leave their son on their own. Parents must wait until a member of Staff and at least one other player arrives, before they leave the venue. At the end of the session, two members of Staff should remain with the players until the parents arrive to collect them. Under no circumstances must coaches leave a boy 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 phone. This information will be provided in the handbook. Parents should also inform the coach if they are going to be unable to collect their son and if someone else is escorting them home.

Players should be encouraged to go to the toilet before the training session or match so that they do not have to go during an activity. If a toilet visit is necessary during a session, boys should go in pairs with one member of Staff. The member of Staff should stay just outside the changing room whilst waiting for the players.

FOR AWAY MATCHES

Members of Staff must report 15 minutes before the players.

A member of Staff must carry a copy of the list of players travelling. A designated member of Staff must count each member of the team on to the coach.

If stopping on route, players should be instructed to remain in pairs and at least one member of Staff should escort them.

Players should be given clear instructions about the length of stop and rules for the break.

If any player does not return on time, it must be a member of Staff who searches for the player and not another boy from the team / squad.

Before restarting the journey, each player must be counted back on to the coach and a final head count must be made to ensure all players are safely on board.

Upon arrival back at the pick up point, at least two members of Staff should remain with the players until the parent / guardian collects them.

Regrettably, some youngsters fail to adhere to clear instructions. During the scheduled C.O.E activity times, the Club acknowledges its duty of care and responsibility.

During the course of an away event (in particular a tour) it is not inconceivable that a youngster might splinter from the group and become lost or go missing.

Should such a situation occur, the following procedures would come into force.

The youngster should endeavour to remain within the confines of the venue.

Should he be in possession of a mobile phone, he should ensure that it is set to vibrate and await a call from a member of the C.O.E. personnel. Alternatively he should endeavour to contact the person associated with the C.O.E, whose name and number will appear on the contact list.

Should the youngster not have access to a mobile handset, or his Card, then he should endeavour to present himself to an identifiable member of Staff (preferably a female) in the most accessible public building and explain the situation and seek assistance.

At no time should a youngster approach a male person other than a uniformed police officer in open surroundings. The youngster should never enter into a vehicle with another person who is unknown to him.

At all times, a youngster should endeavour to remain with the C.O.E. group / party. He should be in the company of members of the party at all times.

If the C.O.E. engages in a tour involving an overnight stay, youngsters will be strictly supervised. Their rooms should be locked to prevent access from any ~~un~~welcome visitors+When a youngster retires for bed, he should remain in his room. A TOUR Policy document will be available for parents when relevant

Youngsters on tour with the C.O.E. will be issued with additional information to include on a Tour Information Sheet . This will include the name and telephone number of the hotel together with the name of a contact person.

A risk assessment will be made of all aspects relating to a tour in order to obviate any concerns/problems.

Should a youngster ~~go~~ missing+in the absence of any communication between him and C.O.E. personnel, the Police would be informed and parents contacted.

Problems should not arise, providing a youngster listens carefully and adheres to the advice and instructions issued to him by C.O.E. personnel.