



CPD Clydach FC

Missing Child Procedure

If a child goes missing during training, a match or a club event, act immediately and remain calm.

1. Ensure Other Children Are Safe

Maintain supervision of the remaining children and do not leave any child unattended while a search is organised.

2. Conduct an Immediate Search

Check the areas where the child was last seen and allocate responsible adults to search specific locations around the venue and immediate surroundings.

3. Gather Key Information

Record:

- The time and place the child was last seen.
- A description of the child, including clothing.
- Any relevant medical, communication or additional needs.

4. Contact Parents/Carers

Inform the child's parent or carer immediately and check whether the child may have left with an authorised adult.

5. Escalate if Required

If the child is not quickly located, or there is any immediate concern for their safety, contact the police on **999** without delay. Do not wait if the child is particularly young, vulnerable, or believed to be at risk.

6. Notify the Club Safeguarding Officer

Inform the Club Safeguarding Officer (or most senior club official present) as soon as possible.

7. Record and Review

Keep a record of actions taken, contacts made, and outcomes. Following the incident, review whether any safeguarding improvements are required.



Uncollected Child Procedure

If a child has not been collected at the end of a session or event:

1. Check Collection Arrangements

Confirm whether alternative collection arrangements or authorised adults have been recorded.

2. Contact Parents and Emergency Contacts

Attempt to contact the parent/carer immediately. If unsuccessful, contact emergency contacts listed on the child's registration form.

3. Remain with the Child

At least **two DBS-checked/vetted adults** should remain with the child at all times. Reassure the child and keep them informed in an age-appropriate manner.

4. Wait in a Safe Location

Remain in a safe, public area of the venue. Do not leave the child alone and do not allow them to leave unaccompanied.

5. Do Not Transport the Child

Club volunteers, coaches and helpers should not take the child home in their own vehicle unless directed by emergency services in exceptional circumstances.

6. Escalate Concerns

If no contact can be made within a reasonable period (normally **30-60 minutes**) or there are concerns about the child's welfare, contact the police or children's social services and inform the Club Safeguarding Officer.

7. Record the Incident

Keep a brief written record of the actions taken, who was contacted, timings, and the eventual outcome.

Good Practice

- Parents/carers remain responsible for children before training starts and after sessions finish unless otherwise agreed by the club.
- Children should not arrive at or leave football activities alone unless parents have informed the club and appropriate arrangements are in place.



- Coaches and volunteers should always know who is responsible for collecting each child.
- Any missing or uncollected child incident must be reported to the Club Safeguarding Officer.