CROSBY STUART JUNIOR FOOTBALL CLUB

Missing Child Policy

What we do if a child goes missing at a club activity · England Football Accredited ★★★

Thankfully it is rare, but every coach and volunteer needs to know what to do if a child goes missing during training, a match, a tournament or any club activity. Acting quickly and calmly is the most important thing.

Prevention

- Coaches take a register at the start of every session and keep regular head-counts, especially at away grounds and tournaments.
- Players are told where to go and who to stay with, and must tell a coach before leaving the group – including to go to the toilet.
- Players must not leave at the end of a session until they have been collected, unless their parent or carer has agreed in writing that they may make their own way home.
- Up-to-date emergency contact details are kept for every player.

If a child goes missing

1. **Stay calm.** Make sure the rest of the group is safe and supervised by another adult.
2. Ask the other players and adults when and where the child was last seen, and whether they said where they were going.
3. **Search straight away** – changing rooms, toilets, car park, pitches, the clubhouse and the area nearby. Check whether they may have gone home or left with another family.
4. Contact the child's parent or carer. They may have collected them, or know where they are.
5. **If the child hasn't been found within 15 minutes, call the police on 999.** Call immediately if there are any extra concerns – for example, a very young child, a child with additional needs, nearby water or busy roads, or if they were seen with someone unknown.
6. Give the police a description: name, age, appearance, what they were wearing (including kit colours), and when and where they were last seen. A recent photo will help.
7. Tell a Club Welfare Officer as soon as possible.
8. Keep one adult at the place where the child was last seen, in case they come back, and follow police advice.

When the child is found

- Reassure the child and check they are safe and well. Don't tell them off.
- Let the parent or carer, the police (if called) and everyone searching know they have been found.

- If the child says anything that raises a safeguarding concern, follow the Safeguarding Children Policy.

Afterwards

The coach records what happened, and a Club Welfare Officer reviews the incident to see what can be learned. Serious incidents will be reported to Liverpool FA.

Who to contact

Club Welfare Officers
Von Parker Sheridan (Girls) · **Joe Buckley** (Boys)
welfare@crosbystuart.co.uk

Club Secretary
Jan Meadows
secretary@crosbystuart.co.uk

Liverpool FA Safeguarding
Safeguarding@LiverpoolFA.com · 0151 523 4488

The FA Safeguarding Team
Safeguarding@TheFA.com · 0800 169 1863

If a child is in immediate danger, call 999. NSPCC Helpline 0808 800 5000 · Childline 0800 1111

APPROVED BY	POSITION	DATE
Ben McDonald	**Chair, Crosby Stuart JFC**	**18 November 2026**