



NC United FC Missing Child Policy

Document Creation Date: 18/12/2025 – V1.0

1. Policy Statement

NC United Football Club is committed to safeguarding the welfare of all children. The Club recognises that, while rare, situations may arise where a child cannot be immediately located during football activity. This policy sets out clear, proportionate procedures to be followed to ensure a prompt, calm, and effective response.

The welfare of the child is paramount.

2. Scope

This policy applies to all NC United FC activities, including:

- Training sessions
- Matches (home and away)
- Tournaments
- Club-organised events

It applies at all venues, including those not owned or controlled by the Club.

3. Definition

A child is considered “missing” when they cannot be located and their whereabouts are unknown after reasonable initial checks have been completed.

4. Immediate Actions (First Response)

If a child cannot be located:

1. Stay calm and act promptly
2. Alert the lead coach/team official immediately
3. Conduct a thorough but quick search of:
 - The immediate playing area
 - Changing rooms
 - Toilets
 - Nearby spectator areas

Ensure remaining children are supervised and accounted for at all times

One adult should remain with the group while others assist with checks.





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5. Escalation and Contact

If the child is not located promptly following initial checks:

- Parents/carers must be contacted immediately
- The Club Welfare Officer must be informed without delay

If there is:

- Immediate concern for the child's safety, or
- The child cannot be located quickly

Emergency services (999) must be contacted

The Club will not delay contacting emergency services where there is concern.

6. Welfare Officer Involvement

NC United FC Welfare Officers:

- Melissa Giles – Welfare Officer (U11 and below)
- Matthew Armstrong – Welfare Officer (U12 and above)

✉️ Contact: welfare@ncutdfc.co.uk

🌐 Online reporting: Witness Statement via the Welfare tab at

👉 <https://ncutdfc.co.uk/>

The Welfare Officer will:

- Support the response and decision-making
- Liaise with the County FA or statutory agencies where required
- Ensure appropriate recording and follow-up

7. Communication and Conduct

- Clear, factual information should be shared only with those who need to know
- Speculation or discussion must be avoided
- Social media must not be used to discuss the incident

8. Recording and Follow-Up

- All missing child incidents must be recorded using the Club's incident report form
- A review will be carried out to identify any learning or preventative actions





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- Where appropriate, the incident may be referred to the County FA

9. Safeguarding Context

This policy operates alongside:

- Safeguarding Children Policy
- Complaints & Disciplinary Policy
- First Aid & Medical Policy
- Transport Policy

NC United FC will always act in accordance with FA safeguarding guidance and place the welfare of the child above all other considerations.

NC United FC Commitment

NC United Football Club is committed to maintaining a safe environment where children are appropriately supervised and where clear procedures are in place to respond swiftly and effectively should a child go missing.

Updated: 18/12/2025

Review Date: 18/12/2026

Approved by: NC United Committee

