



## **MINI & JUNIOR SECTION CHILD PROTECTION PROCEDURES**

### **Injury or Accident**

**Each Age Group should have a log book which should be completed at each training session and match. It should contain a record of the following:**

- Attendance Records.
- Details of any incident, including injuries, accidents, fights, arguments of anything which the Lead Coach / Manager, Coach (es) or Helper (s) feel (s) worthy of note.

**In the case of an injury or accident, the following procedure should be used as a guide:**

- Send for Emergency Services immediately if required.
- Do not move the player.
- Do not do anything you are not qualified to do for the player / individual.
- Do not let any other person attend to the player who you do not feel is qualified to do so. If you feel that another person may be able to help ask for their qualification and get them confirmed by others.
- You are in charge - It is your responsibility.
- Stay with the player.
- Notify the parents or Guardian.
- It is imperative that a parent or guardian is notified of any incident involving their child. This should be done, depending on the circumstances:

**A. Immediately by telephone.**

**B. After the match/ training session at the ground.**

**C. Or after the match / training session by telephone.**

- Put a note of the injuries or accident in your log book. If the parent / guardian was contacted, add by whom and when.
- If the incident was serious and the match was refereed by a Society Referee ask for him to send you a copy of his serious Incident Report.
- Notify the Club Secretary and Mini / Junior Chairman / Coordinator
- Follow the basic guidelines attached to this procedure.

**Lead Coaches / Managers should have with them at all times during matches and training sessions, relevant information about each player to include (but not limited to):**

- Surname
- Forename
- Date of Birth
- Parent/Guardian Telephone Numbers
- Any Medical Conditions
- Doctors Name