

Event Logo Here

Name & Date of Event

Lost / Found Child / Vulnerable Persons Procedures

The goal of the organisers policy and procedure is to reunite a lost or found child / vulnerable person with their parents, guardians or carers as quickly as possible reducing the stress and anxiety caused by unintended separation whilst at the same time taking reasonable measures for the safeguarding of the child / vulnerable person.

For the purposes of this procedure, the following definitions apply:

- a. Lost Child - a child reported missing by parent(s), guardian, or carer.
- b. Found Child - a child that has come to the attention of event personnel and appears to be separated from their parent(s), guardian, carer, family or group.
- c. Vulnerable adult - any adult (with or without learning difficulties) who does not have the ability to re-establish contact with their parent(s), guardian, carer, family or group without assistance.

A safe secure welfare point has been set aside for found children / vulnerable persons and is located at:

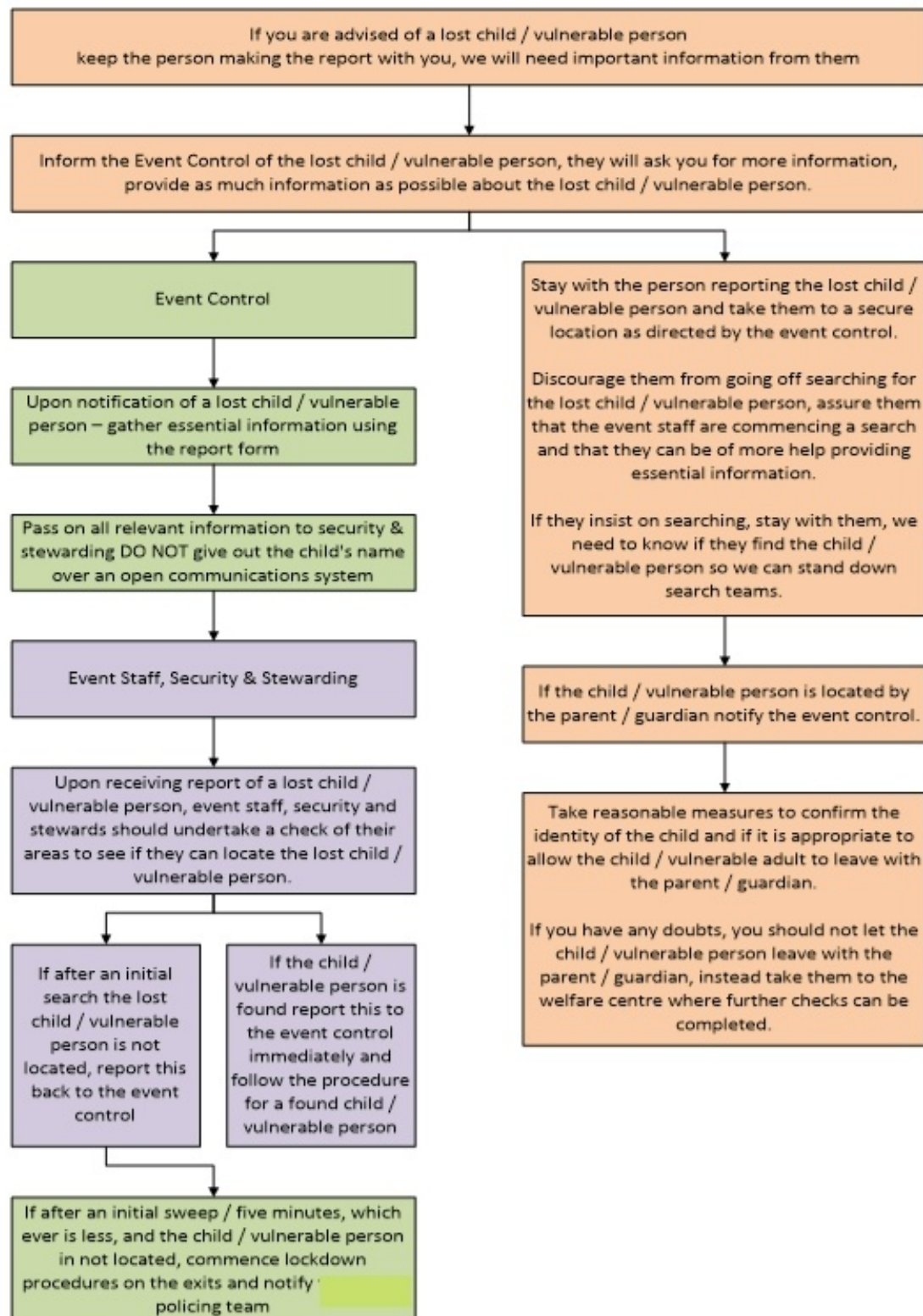
Location:

A member of staff, security or stewarding should remain with the parent / guardian or person reporting the lost child vulnerable person so that valuable information can be obtained and to ensure that once the child / vulnerable person is found, they can be repatriated and / or the safety officer notified that the issue is resolved.

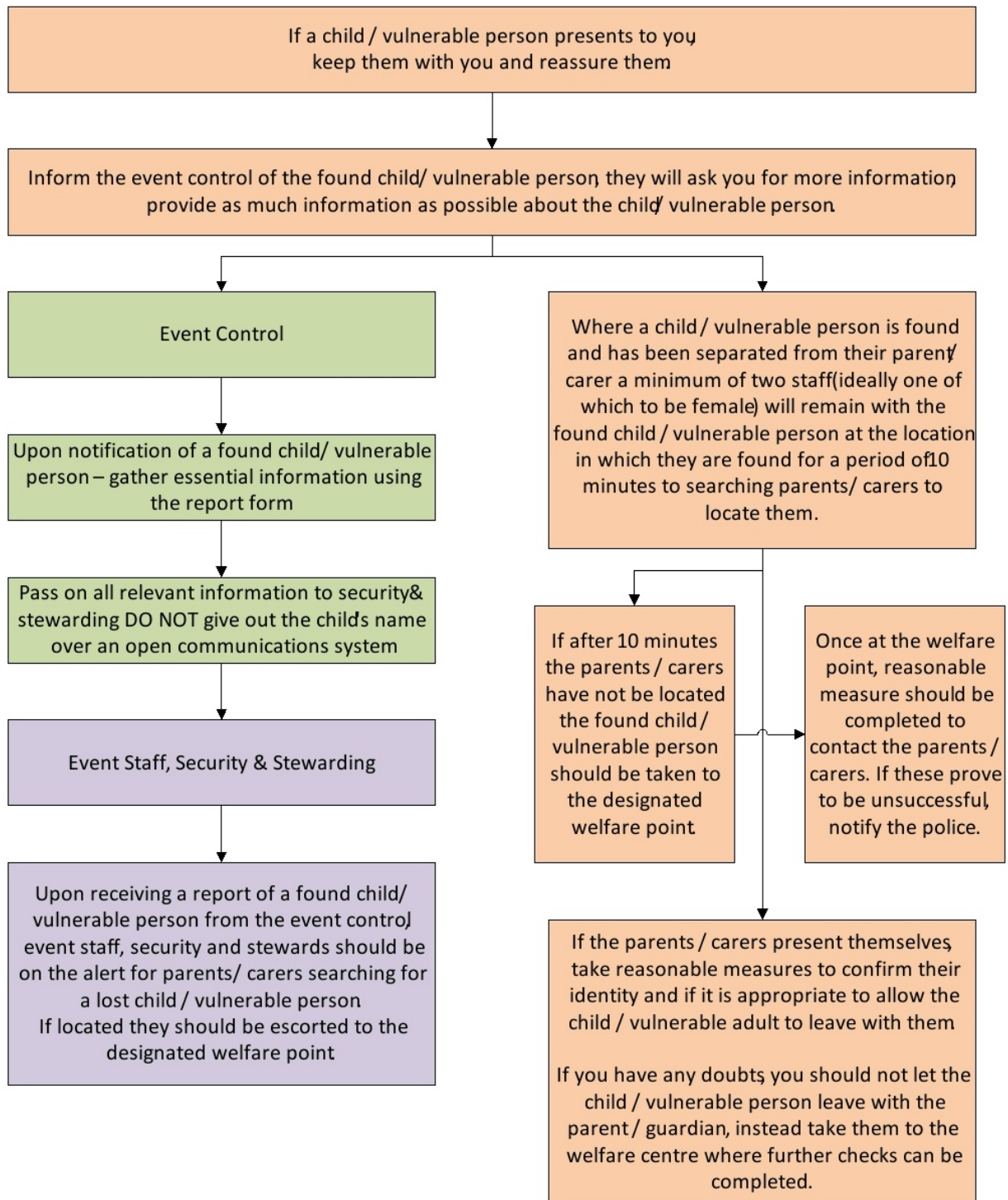
Where a child / vulnerable person is found and has been separated from their parent or guardian a minimum of two staff (ideally one of which to be female) will remain with the found child / vulnerable person at the location in which they are found for a period of 10 minutes to allow parents, guardians or carers to find them. If after 10 minutes this has not happened, the child / vulnerable person should be taken to the designated welfare point.

A child / vulnerable person should not be immediately repatriated with a parent or guardian until such time as reasonable checks have been undertaken to assure that it is appropriate to release the child / vulnerable person back to the parent or guardian.

Process for a lost child / vulnerable person



Process for a found child / vulnerable person



Lost / Found Child / Vulnerable Persons Report Form

Date & Time		
	Person completing the form	Person monitoring the found person
Name		
Contact Number		

Details of the lost / found child or vulnerable person	
Name	
Male / Female	
Last known location	
D.O.B / Age	
Hair colour	
Eye colour	
Height	
Build	
Distinguishing marks	
Clothing	
Other information	

Details of the Parent / Guardian.	
Name	
Address	
Contact number	
Has their identity been verified by means of photo ID e.g. driving licence?	Y / N

Outcome	
Lost child / vulnerable person found and reunited with parent / guardian / appropriate other?	Y / N
Found child / vulnerable person reunited with parent / guardian / appropriate other?	Y / N
Has there been a need to notify any external agency e.g. Police or Social Services?	Y / N
If you have answered yes to contacting external agencies, please provide further information:	