



## **LOST CHILDREN PROTOCOL**

**July 2021**

### **1. Before the Event**

Making parents/carers aware of their responsibilities:

- a. In our publicity material, leading up to the event, we advise all parents/carers that they are responsible for the children in their care and that children must be supervised at all times at the named event.
- b. Upon entry to the event signs are also on display reminding parents/carers of their duty to look after their children.

### **2. Lost Child procedure**

- a. When an adult becomes aware that they have lost a child in their care they should go to the Lost Children Point (CTC Gazebo) which is staffed by DBS checked personnel.
- b. Staff will notify stage management who will then make an announcement through the PA system.
- c. If a child gets lost, they will be taken by stewards to the Lost Children Point where staff will notify stage management who will then make an announcement through the PA system. A "Lost Child Form" see Appendix 1 should be completed.
- d. Announcements from the stage should be made according to the following protocol:
  - i. Make a public announcement stating only that a lost child has been found and where they can be collected.
  - ii. Do not give the child's name or a description of them.
  - iii. When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.
  - iv. You must ask for identification if you are not sure that the person is who they say they are, or if the child's behaviour or attitude gives you any reason to doubt this.
  - v. If you are not sure, you should contact the police for advice.
  - vi. If the child is obviously upset, you should contact the police immediately.
- e. What to do if you can't find the adult who is responsible for the child





# LOST CHILD FORM

(Details for records only, **not to be announced over the PA**)

**Event Name:** .....

**Date:** .....

## Lost/Missing Child

<b>Child's Name:</b>  <b>Male/Female (delete as applicable)</b>	<b>Age of child:</b>  <b>D.O.B. if known.</b>
<b>Time and place child last seen:</b>	<b>Time event staff informed:</b>
<b>Hair Colour:</b>  <b>Eye Colour:</b>	<b>Clothing (Colour &amp; Pattern):</b>
<b>Ethnicity:</b>	<b>Any other relevant information:</b>
<b>Has the child any special medical requirements? (check for medical tags)</b>	<b>YES/NO* Delete as applicable</b>
<b>General public or Participant:</b>	
<b>Parent/Guardian name:</b>	<b>Phone Number:</b>  <b>Address:</b>
<b>Action taken:</b>  <b>Stewards informed YES/NO</b>  <b>Police informed YES/NO</b>  <b>Reunited with parent/guardian YES/NO</b>	<b>Details (time of announcements, management of child)</b>