

## **PROCEDURE FOR CHILDREN AND VULNERABLE ADULTS WHO ARE LOST OR FOUND**

### **Lost children/vulnerable adults**

The loss of a child or vulnerable person should be classed as a priority incident, exceeded only by imminent threat to life. When a child or vulnerable person is reported missing the following procedure should apply:

- Steward to remain with parent or carer (if present) and record on the Incident form, which includes:
- Name and contact details of person reporting the child missing and their relationship to the child / vulnerable person.
- Name of child / vulnerable person.
- Age (or date of birth).
- Physical description (sex, ethnicity, height, appearance, build, hair, clothing, distinguishing features).
- Location last seen.
- Time last seen.
- Any other significant information.
- Steward to communicate with Safeguarding Coordinator or other safeguard leads.
- Safeguarding Coordinator to open an incident log, notify event staff and keep them up to date throughout an incident.

### **If the child/vulnerable adult remains missing after 10 minutes, initiate SEARCH PLAN:**

- Safeguarding Coordinator to alert all Stewards via mobile phone.
- A description of the child/VA will be passed via mobile phone. If a photograph of the child/VA is available it will also be circulated via mobile phones.
- Briefed Stewards will then be deployed to prearranged locations and at entrances and exits to the park as agreed at the briefing prior to the opening of the event.
- The last place sighted will be the starting point for Stewards to search.
- These Stewards will stand in the locations and observe persons coming and going from the area and try to locate the lost/missing child/VA. Persons matching the

description of the child/VA must be stopped and spoken to, including children who appear to be with an adult. This is to check that the child belongs to that adult.

- Simultaneously, other Stewards will conduct a sweep of other zones to look for the missing person.
- In addition to the above, if police are present, an officer or other suitable event staff will be tasked to speak to the person reporting the lost child/VA to obtain details. They will do background checks and liaise with the Safeguarding Co-ordinator to assist with further enquiries.
- The officer/staff at (7) above will complete an incident report. This record will be passed to the Safeguarding Co-ordinator to retain.

**When the child/vulnerable person is reunited with parent/carer,** steward to inform Safeguarding Co-ordinator

- Enquiries must be made to establish where the child/vulnerable person has been and whether there is any further cause for concern/police intervention or any welfare needs.
- When the identity of the found child/vulnerable person has been confirmed, event staff to be notified and normal duties resumed.
- Safeguarding Coordinator to update and close the incident log.

**Found children/vulnerable adults**

- Steward to remain with the child/vulnerable adult at the location they are found for 5 minutes and then accompany them to the Lost and Found station and notify the Safeguarding Coordinator.
- Steward to pass details of the child/vulnerable person to the Safeguarding Coordinator.
- Safeguarding Coordinator to stay with the steward so that 1:1 contact with the child/vulnerable adult is minimised (physical contact with the child/vulnerable person should be avoided where possible).
- Safeguarding Coordinator to open an incident log and inform event staff.
- Person on duty at information point to call for 'parent/carer' without giving too much detail.
- Minimum of 2 briefed and suitable staff to remain with the child at all times (for example Lead Safeguarders).

- Adults claiming the child/vulnerable person should be asked for ID unless it is clear that the child/vulnerable person recognises the adult.
- Prior to discharging the child/vulnerable person, Safeguarding Coordinator to ensure the parent/carer is fit (for example that they are not intoxicated, emotionally distressed, angry) and consult with event staff if there is doubt. (Police intervention may be necessary if the parent/carer is unfit to care for the child/vulnerable person.)
- When the child/vulnerable person is reunited with the parent/carer Safeguarding Coordinator to inform event staff. Descriptions of the child/vulnerable person should not be circulated in public unless the child/vulnerable person is already secure.
- Safeguarding Coordinator to update and close the incident log, and inform event staff.

### **Young people and vulnerable adults who are not accompanied by a responsible adult**

If a young person/vulnerable adult has attended the event without a responsible adult /carer and requires assistance the protocol is:

- Steward to pass details of vulnerable person to the Safeguarding Coordinator.
- Safeguarding Coordinator to open an incident log.
- Young person/vulnerable adult to be invited to the Lost and Found st.
- Minimum of 2 briefed and suitable staff to remain with the vulnerable person at all times.
- When the vulnerable person has been safely managed, Safeguarding Coordinator to update and close the incident log, and inform event staff.

### **Contact**

Nominated Safeguarding Coordinator and Deputies are designated in the Safeguarding Policy for Party in the Park.