



ATTLEBOROUGH TOWN COUNCIL

Lost / Found Child Policy

FORWARD

The Committee/Council has a responsibility to take all reasonable steps to ensure the protection of children attending its events. We have given full consideration as to how children will be protected during our events and to the safe management of 'lost' 'found' herein addressed as 'lost' children.

POLICY

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. Unfortunately not all adults have good intentions towards children and could seek to harm children who become separated. The following procedure has been adopted to help the event manager and the committee best manage lost children situations safely, it is also advisable that these procedures are adopted for the dealing with lost vulnerable adults.

Guidance for keeping lost children safe

ANY LOST CHILDREN MUST BE TAKEN TO THE FIRST AID VEHICLE

1. All staff/marshals/volunteers/organisers should be informed where children are to be taken in the event of them becoming separated from their parents or the responsible adult.
2. Location of and lost children facilities should be put in the events programme, schedules or programme.
3. The 'lost' child should be in the presence of at least two nominated adults at all times, within the control tent in a screened off area.
4. Find out the child's name and age where possible.
5. Make a public announcement over the PA system stating only that a lost child has been found and where they can be collected. Do not give the name or a description of the child.
6. When an adult comes to collect the child make sure you are satisfied as to their identity. You must ask for identification and receive satisfactory identification before handing over the responsibility of the child.
- 7. WHERE ANY DOUBT EXISTS THE POLICE SHOULD BE CONTACTED FOR ADVICE.**
- 8. IF AT ANY TIME THE CHILD IS IN OBVIOUS DISTRESS THE POLICE SHOULD BE CONTACTED IMMEDIATELY.**
9. The police should be contacted if the responsible adult fails to appear within thirty minutes after the first announcement.

When parents/responsible adult reports a child lost

1. Where parents are reporting a lost child, the police should be notified if the child has not been found after fifteen minutes.
2. Where parents are reporting a lost child, the Event Manager, and two other committee members must be made aware. The events manager will ensure that an announcement with description of child is given over the PA system. The event marshals will be placed on alert, supplied with a description/photo of the missing child. The event marshals will be contactable throughout the event by two way radio and mobile phone. The marshals will be placed at the road exits with the remaining marshals walking through the event.

Logging Details

1. When the child is reunited, if the child is not reunited quickly, or if any doubt exists, a log (see Appendix A) should be made which includes:
 - a. The name and description of the child
 - b. The name and description of the responsible adult collecting the child.
 - c. A brief description of time and location found and of any concerns

This should be signed by both nominated adults and passed to the Police if required.

WHEN A CHILD IS SUCCESSFULLY REUNITED WITH THE RESPONSIBLE ADULT, DON'T FORGET TO TELL ALL THOSE ORIGINALLY INVOLVED IN THE SEARCH, INCLUDING THE POLICE AS APPROPRIATE.

Adopted: 2015

Reaffirmed at the Attleborough Town Council Meeting 13 May 2019

Lost Dependant Report

Date	
Time in	
Report written by	
Information about dependant (as Known)	
Name	
Address	
Age	
Phone Number	
Location dependant was found	
Name of who found dependant	
Contact details Including telephone number	
Description of Dependant	
Gender	
Ethnicity	
Clothing description	Top Skirt/trousers Footwear Hat Other
Unique physical features-visual	
Information about Parent/carer(caregiver)	
Name	
Address	
Phone number	
Identification (source)	
Signature of caregiver dated	
Signature of committee member-dated	
Time out	