

Lost child/vulnerable person policy**Named Persons and contact**

Health and Safety Office:	Graham Thomas	07966 468887
Deputy H&S Officer:	Sue Jeffries	07828 893903
Child Protection Officer	Paul Macpherson	07725 105677
President and Project Manager	Duncan Cashmore	07984 986350
Deputy Project Manager:	Sue Bains	07969868450
Stewards (Stour Valley Lion Club members and helpers)		

Policy Statement

Children and vulnerable person's safety is held as the highest priority at all times during events hosted by the Stour Valley Lions. Every attempt is made through our Health and Safety procedures and Risk Assessments, to ensure the security of children and vulnerable persons is maintained at all times. Provision for children at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. However, in the event of a child going missing or becoming separated from the adult responsible for them, every effort should be made to follow the policy guidelines below.

If you think a child is at immediate risk call 999**General Care Guidelines**

- Accommodation - allocate a central point to accommodate lost or found children/persons. Do not advertise this as a missing person post, but what it actually is, i.e. Central Control, or the First Aid point
- Staffing of this location – There should be ideally two people to care for any found child, and ideally both will have enhanced DBS (Disclosure Barring System) checks. Enhanced DBS Clearance is held by Pat and Paul Macpherson.
- Children should not be left in the sole company of one person.
- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.

Found child (i.e. a child who has become separated from their parent/ guardian)

If a lost child is discovered by any member, that person:

- Must immediately report to the Child Protection Officer or a named person as above.
- Must immediately take the lost child to the designated lost person point where they should be met ideally by two people with enhanced DBS checks to supervise the child.
- Depending on the age of the child, should ask the child the following questions to gather more information.
Ask:
 - their parents/ guardians names
 - if they know any contact numbers for the persons they were with or other family members/ friends
 - where and when they were last together
 - what they were doing to help you identify where the parents might be
 - what the parents are wearing
 - if they know what the parent's plans were/ If child is calm and it is appropriate to do so, further details may be obtained, such as address and other relative's details.

In addition:

- The Child Protection Officer or one of the named persons should consider if an announcement should be made from the PA asking the parents/ guardians of the lost child/vulnerable person to go to the designated meeting point. The name and description of the child must not be announced over the PA.
- A search system can be considered to look for the relatives of the found child if appropriate.
- Police are to be informed after 20 minutes (this call may negate any concern if a 999 call has been received into the Police control by the parent/guardian/carer).
- When the parent/guardian comes to collect the child, they should be asked to provide identification and their details should be recorded. They should be asked to provide an accurate description of the child and what the child is wearing.
- If the child is reluctant to go with the parent/guardian, advice should be sought from the police

Missing Child / Vulnerable person

- If the missing person is a child, this incident takes priority.
- The member must immediately report details of the missing child to H&S Officer or one of the named persons
- The member must obtain as much detail as possible from the parent/guardian including:
 - Name and age
 - Male or Female
 - Ethnicity
 - Hair Colour
 - Height
 - Glasses (Yes/No)
 - Colour and type of clothing
 - Length of time missing
 - Circumstances under which went missing
 - Area where last seen
 - Does the individual have a mobile phone, if so what is the number
 - Is the individual disabled or does he/she have Special Needs
 - Any other vulnerability
 - Any other identifying features
 - Anywhere the missing persons favours to go/ is likely to go or people they may contact
 - What the missing person enjoys doing
 - Any medication
- Parents, accompanied by a Steward or member of the Lions, should remain in the area where the child was last seen.
- The Child Protection Officer or one of the named persons will pass the relevant information to all member of the Lions via agreed method of communication. Member of the Lions must minimise the chance of people overhearing identifying information about the child.
- All Stewards should undertake a search of their areas.
- In perimeter areas, member of the Lions must report on any such child leaving the event site and stop anyone they think might be the missing child from leaving.
- Consideration should be given to closing event exits until a thorough search is carried out and missing person found.
- Consideration is to be given to preventing any vehicles leaving the event without being searched.
- Consideration to be given to gridding maps and searching by grid plans as agreed at an urgent Briefing
- Police should be contacted after 15 minutes of a person being reported missing. If the missing child is considered vulnerable or there are suspicious circumstances surrounding their disappearance, the police should be called immediately.
- Once a missing person is found, H&S Officer or one of the named persons will advise all member of the Lions who will resume their normal duties.

Lost Adults (i.e. an adult who has become separated from their family/friends/guardian)

- Lost adults who become detached from their friends or family will either make themselves known to member of the Lions or a member may become aware of them.
- A procedure should then be in place to assist people with linking up with the other members of their party. i.e. The member will make a call to the H&S Officer or one of the named persons in case the person's friends or family have already made contact.
- A brief search of the area can be carried out with the lost person to assist in locating friends or family. If the immediate search is unsuccessful the member can then escort the lost person back to the lost person allocated area, where the H&S Officer or one of the named persons will be informed.

Emergency phone numbers

If you think a child is at immediate risk call 999