

## Woodchurch Carnival

### Lost/ Vulnerable Persons/ Children Procedures

1. All lost/vulnerable persons are to be dealt with by a team of dedicated DBS checked professionals from the medical provider will be on duty.
2. The lost persons point will be located at the information Kiosk in the Magenta Zone.
3. There is an additional room at the Memorial Hall in first aid area, that can be used. Note: It is generally accepted that the lost children/person post is provided for persons aged 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

#### Person(s) Reporting a Lost Child "Missing Child"

4. 1. If the report is made to a member of staff/Volunteer they should immediately contact the key contact Patrick Byrne by fastest means, stating location and remain & stay with the reporting person.
5. If the child is already at the Lost Person Point, a steward will be instructed from the location closest to the reporting person to attend and escort the reporting person to the LP Point.
6. The information Staff/volunteers will complete the necessary documentation and on confirmation the reporting person is the parent/guardian of the child and adequate proof of identity (e.g. driving licence, family allowance book etc) has been seen, the child is 'released' to them only when the key contact is at this point to confirm.
7. In the event of any uncertainty, Police will be contacted.
8. If the child is not at the Lost Person Point, Key contact will instruct a steward from the location closest to the reporting person to attend and escort the reporting person to the information kiosk.
9. On arrival they will be asked to complete the 'Missing Child' form with details of the child's name, age, description etc.
10. Information will then issue in a message to stewards so that all personnel are made aware and can remain vigilant and information will be broadcasted over the PA. In the event of a very young child (6 years and under) or particularly vulnerable child being missing this message should be broadcast as a matter of urgency.
11. Any steward finding the child should remain with the child and immediately contact KEY CONTACT Pat Byrne, who will arrange for a 2-person escort from the team to take the child to the information kiosk. All children found in this way must be escorted to the information kiosk to avoid them becoming 'lost' again.
12. Once details of the child have been taken, any person(s) reporting a missing child should be requested to remain at the Lost Person Point rather than going out to search for the child. It is unlikely that there is any way to contact these persons once they leave the information Kiosk. However, the Staff/Volunteers do not have any powers to make any adult stay at the Lost Children Point if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a disclaimer form stating that they left the area of their own accord/wish.
13. If the child is not found in the initial search the Key Person Pat Byrne will liaise with the Police regarding the next course of action.

#### Child Reporting that they have lost their Parent(s)/Guardian(s)

##### "Found Child"

1. If a child approaches or is brought to a member of staff and advises them that they have lost their parent(s)/guardian(s) the member of staff should immediately contact the Key contact Pat Byrne stating their location.
2. A 2-person Team to attend the location and escort the child back to the information Kiosk.

3. On arrival at the Lost Person Point the escort team will give details to the Information staff so a 'Found Child' form can be completed.
4. At least 2 persons are to remain with the child at all times, staff will try to keep the child as calm as possible and re-assure them that they will be back with their parent/guardian soon.
5. The Key Contact Pat Byrne and the two escorts will then wait for the parent or guardian to make themselves known to a steward or member of staff.
6. Once the parent/guardian is located, a volunteer will be directed to escort the parent/guardian to the information kiosk.
7. On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving licence, family allowance book etc) before the child will be 'released' to them. In the event of any uncertainty Police will be contacted.
8. If the child remains in the Kiosk area for more than 30 minutes, the Key contact Pat Byrne will contact Police to determine the next course of action.

### Missing Child Report

Advise parents/carers that once a child has been reported missing, they should stay at Lost Person Point until the child is found.

If they refuse, they should sign the following disclaimer I have been asked to remain in Event Control but have declined:

Signed	Date
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<b>Time Now</b>	
<b>Child's Name</b>	
<b>Child's Age</b>	
<b>Address if known</b>	
<b>Clothing Distinguishing Marks</b>	
<b>Health Details</b> Is child known to be taking medication?	
<b>Any other information Parents location</b> who child last saw Names of parents/relatives/ carers Description of child on arrival Behaviour/emotional/ physical state	
<b>Time Child Found</b>	
Place Child Found	
<b>Name of person who found child Signature of person who found child Contact Number</b>	
<b>Time of collection</b>	
<b>Name of person collecting child</b>	
<b>Relationship to Child Person Collecting Proof of ID Person Collecting Child's</b>	
<b>Signature Person Authorising Child's</b>	

## Found Child Report

<b>Time Now</b>	
<b>Child's Name</b>	
<b>Child's Age Address if known</b>	
<b>Clothing Distinguishing Marks Health Details</b>	
<b>Is child known to be taking medication?</b>	
<b>Any other information</b> Parents location, who child last saw	
<b>Names of parents</b> relatives/ carers Description of child on arrival Behaviour/emotional/ physical state	
<b>Time Child Found</b>	
<b>Place Child found</b>	
<b>Name of person who found child</b>	
<b>Signature of person who found child</b> Contact Number	
<b>Time of collection</b>	
<b>Name and Relationship to Child Person Collecting</b>	
<b>Proof of ID Person Collecting Child's</b>	
<b>Signature Person authorising Childs Departure</b>	