

Aldeby Parish Council

Lost and Found children/vulnerable persons Policy for Parish Council Events

Background: This policy is based on the advice document supplied to Aldeby Parish Council by Norfolk Police via the Norfolk Safety & Advisory Group.

Definitions:

- LOST – A child or vulnerable person that is reported as missing by parent/guardian/carer
- FOUND – A child or vulnerable person that has been found by a member of the public/steward/staff member

An event organiser is advised to recognise the difference between LOST and FOUND and to have a procedure in place for each instance. These procedures should be clearly documented and the documents issued to staff/stewards/volunteers, preferably accompanied by a full briefing.

LOST

- When a report of a lost/missing child/vulnerable adult is received it should as soon as possible be reported back to event control by the person who has received it. As full a description as possible of the lost person should be taken, along with the name, and where they were last seen, in order that these can be circulated to all staff to start a search. The name however should NOT be disclosed over the radio or public address system. Consideration should be given for the use of a code word which can be used for lost persons. All details should be recorded by event control in the **Safeguarding Book**, held by the Parish Clerk. The appointed **Safeguarding Officer** at the event will be responsible for taking the following actions:
- Remain in contact with the reporting person, preferably by way of an accompanying steward with a radio in contact with event control so that in the event of the lost person being found by either party no time is wasted in getting the message through and any search being stood down.
- Event control should co-ordinate the search. Consideration should be given to monitoring all exits and car parking areas until the search is stood down.
- If the missing person is not found after 30 minutes then Police should be informed.

FOUND

- A found child/vulnerable person should be taken (preferably by two people) to event control or the designated lost persons area. The advice from Norfolk Police is that this area should *not* be co-located with First Aid. They are to be kept safe within this area, under supervision of 2 adults for the Parish Council, one of whom is to be the **Safeguarding Officer**, until they can be reunited with their guardian. It must be ensured that the found person is not left in the sole care of a worker. Record details of found person in the **Safeguarding Book**.
- If a name of the parent/guardian/carer has been given then an announcement can be made over a PA system to ask 'The Name' to attend the event control/lost person point (not mentioning the reason for the call or the name of the found person)
- When reunited with parent/guardian ensure that details are recorded including name/address of all parties in the **Safeguarding Book**.
- If event control have any concerns about the health/fitness of the parent/guardian who comes to collect the FOUND child/vulnerable person they should consider contacting the police.

Aldeby Parish Council 2 October 2019