

Procedure for dealing with lost or found
children.



Purpose:

To ensure that all staff and volunteers at the 2008 History Alive Festival know the procedure to follow if they find lost children are informed a member of the public's children or children in their care are missing.

At the 2008 History Alive Festival there is a dedicated, "Lost Child", officer who is responsible for being the point of contact for parents of lost children, and caring for found children. She/He will be in radio contact on an agreed channel, and will also have a mobile phone. He/She will also have a Positive Notice "Blue Card" issued pursuant to the *Commission for Children and Young People and Child Guardian Act 2000*.

Procedures

If you find a child that appears to be lost, or are approached by members of the public asking for your help to find a child please use the following procedures:

Reporting a Lost Child

Immediately radio the following details to the Site Coordinator and the Lost Child Officer on the agreed channel. All staff, volunteers etc that have radios on the same channel will hear this message.

The Site Coordinator—is to relay this message to all other channels or send bulk/group SMS, including on-site police, and security staff and ask for people to respond and confirm that that they have heard the message.

- Who is missing? (name, age, ethnicity, height, hair colour, eye colour distinguishing marks, whether the parent/guardian had written their mobile number on the child's wristband?)
- What clothes the child was wearing?
- Where the child was last seen?
- What direction the child was going in?
- Your location?

Reassure the parent/carer and wait with them for the lost Child Officer to come to your location. It is advisable to remain in the location the child went missing, in case the child returns to that location.

Announcements should be made over the PA system and the Site Manager is responsible for ensuring that this is done.

The Lost Children's Officer will also take the following information:

- The name of the parent/carer; and
- Contact number of the parent/carer

If there are more than 2 adults with the child, then one should remain at the location where the child was last seen, the other(s) should join the search, reporting back regularly as agreed with the Lost Children's Officer.

If a child has not been found within 10-15 minutes then the onsite police should also be informed.

If the child is found the Site Coordinator and the Lost Children's Officer are to be informed immediately and the lost child taken to Festival HQ tent where the parent/carer will collect them. The Lost Children's Officer should radio to all channels to confirm that the child has been found.

Reporting a Found Child

If a child is found, staff/volunteers etc are to inform the Site Coordinator and the Lost Children's Officer with the following information:

- Who is missing? (name, age, ethnicity, height, hair colour, eye colour distinguishing marks, whether the parent/guardian had written their mobile number on the child's wristband?)
- What clothes the child was wearing?
- Your location?

Stay with the child at the point where he/she was found. The Lost Children's Officer will come to you.

The Lost Children's Officer will stay at that location for 5 minutes to allow the parent/carer to return, before taking the child to the Festival HQ tent.

Announcements should be made over the PA system and the Site Manager is responsible for ensuring that this is done.

Parents/carer should be directed to the Volunteer HQ tent to wait for a child. They will be asked to show ID before a child is handed over. The Lost Children's Officer

must be 100% accurate that the person is in fact a parent/care before the child is passed over to them.

If the child's parent /carer are not found in 20 minutes the onsite police are to be informed/

Record Keeping

In case of a report of a lost child, or a found child, a detailed record should be kept in a dedicated folder, detailing:

- Time child was lost/found;
- Description of activities undertaken to try and reunite parent/carer with child;
- Time that child was reunited with parent/carer;
- Details of person who found child (if relevant);
- Name and Description of parent/carer and evidence of ID shown to reclaim child