Child & Vulnerable Adult Guidance

The below is guidance as to what is acceptable for a Lost/Found Children's/Vulnerable Adult Policy for an event.

It should be adapted to fit your event and **be site specific**.

All staff are to be made aware of their responsibilities and what procedures are to be adopted in the event of dealing with this type of incident.

This document can serve as a briefing note or an aide memoire.

Found Child/VA procedure

1. If a Child or Vulnerable Adult is **found** then let control and all staff know.

2. After a few minutes (5 mins) at location with child/VA (this is to allow a parent or guardian to return) attend lost children point where there should be suitably trained DBS checked staff.

3. Obtain as much detail as possible without distressing the child/VA

4. Make an appropriate public address message without details of child/VA.

5. If no parent or guardian forthcoming after a suitable time then contact Police.

Missing Child/VA procedure

1. When a Child or Vulnerable Adult is reported **missing** then that should be conveyed to all staff and control immediately with a full description.

2. Parent or Guardian should remain at location (to allow child/VA to return) for around 5 mins and then be taken to the designated Lost Children point.

3. All access and egress points are to be contacted and staff to look at for Child/VA.

4. All staff to search their immediate area and a coordinated search of all the site to be made by staff.

5. If site search is negative then Police should be informed at the earliest opportunity or within 15 mins.

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Reuniting of Child/VA

1. When reuniting children obtain details of parent/guardian and see evidence of who they are.

2. Make sure all details of child/VA are obtained and recorded on the event log

3. If in doubt about parent/guardian or if the child is reluctant then consider calling the Police