



LOST AND FOUND CHILDREN/ VULNERABLE PERSON POLICY

Lost And Found Children/Vulnerable Person Definition

There needs to be a clear distinction between the terms Lost and Found when relating to a child or vulnerable person:

A lost child/vulnerable person is one who's whereabouts is not known (normally reported by a parent, guardian or carer).

A found child/vulnerable person is one who's whereabouts is known but who is not with their parent, guardian or carer.

Clearly, any child or vulnerable person who is 'lost' is at greater risk.

At any event attended by children and/or vulnerable people, there is the potential for them to become separated from their parent or responsible adult. The following policy sets out how Ledbury Carnival Association will safeguard the welfare of a lost/found child or vulnerable person and protect volunteers.

The Carnival Information Stand will be the designated Lost Children/Vulnerable Person point, sited just opposite Ledbury Market House. If lost children, parents separated from their children, vulnerable persons or personal assistants of vulnerable persons arrive at other points or speak to any member of Ledbury Carnival personnel, they should be directed or taken to the Carnival Information Stand as appropriate. Personnel on the Information Stand will then take them to Dragon Star Security Limited's Kayti Sartain (Director of Dragon Star Security) who will be walking the procession and moving between each position throughout the event. Miss Sartain will be contactable via Radio and/or mobile phone on 07480 847687 (both representatives are DBS checked), who will take over responsibility until parent/guardian is located.

The Association will ensure that several Association personnel will have current Disclosure and Barring Checks (DBS) and that a child or vulnerable adult is not left with just one member of personnel.

1. Children or Vulnerable Person found without their Parent/Guardian/Carer

- 1.1. A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parent/guardian is.
- 1.2. If a child or vulnerable adult still appears to be lost they should be led to the Carnival Information Stand, before being taken to the Market House to be with Dragon Star Security where they will be encouraged to remain until they have been re-united with their parent/guardian.
- 1.3. The child or vulnerable adult should gently be asked for as much information as possible, including their name, who they are with, their parents/guardians/personal assistant/brother etc. names, where they last saw them and a description of them.

If the child is brought over by another adult, as much information as possible should be gained from them.

The information will then be passed to all Carnival/Security personnel via mobile phone/radio, who will then organize a search.

1.4. If the parent/guardian/personal assistant's name is known an announcement will be made via the Hereford Hospital Radio system "This is a public announcement, could ...(name of person) please come to the Carnival Information Stand opposite the Market House".

1.5. If the name of the parent/guardian/personal assistant is not known the following announcement will be made via the Hereford Hospital Radio system "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, please go to the Carnival Information Stand opposite the Market House". The PA announcement should not mention the name of the lost child/vulnerable person.

If the parent/carer is not located within 15 minutes, the Chairman as Event Manager must inform the Police.

2. Parent/Guardian/Personal Assistants reporting Lost Children/Vulnerable Person

2.1. Reassure the parent/guardian/personal assistant informing you of a lost child, that a search will be organised.

2.2. Encourage the parent to come to the Carnival Information Stand if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult: name, age, gender, hair colour, build, clothing, any known vulnerabilities, location last seen and who they were with, any instructions they were given if they were to become lost. Take contact details for parent/carer and use Lost Child/Vulnerable Adult Log to record details.

2.3. Encourage the parent to regularly return to the Carnival Information Stand if they continue to search for the lost child, in case the child is found.

2.4. Using the code word "DISNEY" contact Dragon Star Security and Ledbury Carnival personnel by mobile phone giving the information gathered.

2.5. Dragon Star Security and Ledbury Carnival personnel will conduct a full search of the area.

2.6. When the child or vulnerable person is found, they will be led to the Carnival Information Stand to be re-united with their parent/guardian.

2.7. If the parent/carer is not located within 15 minutes, the Chairman as Event Manager must inform the Police

The Police notification time is not set in stone, circumstances may dictate earlier notification if there are suspicious circumstances surrounding the disappearance. Alternatively, a later notification could be justifiable in certain circumstances. Event designated lead to risk-assess the situation.

3. Re-uniting Parent/Guardian/Carer with Lost Children/Vulnerable Person

3.1. If a child or vulnerable adult is reluctant to go with a collecting adult, then the adult should be asked for proof of ID and their signature. If there is any doubt that this is not an appropriate person for the child/vulnerable person to be taken away by, the Police should be contacted regarding the next course of action.

3.2. Once a child or vulnerable person has been re-united with their collecting adult all Ledbury Carnival/Security personnel and the Police will be informed immediately.

Date:

Signed.....

Malcolm W H Hughes

Chairman Ledbury Carnival Association