



LOST / FOUND CHILD & VULNERABLE PERSON PROCEDURE

For the purpose of this procedure, all council members/staff/volunteers are referred to throughout as event volunteers. All event volunteers must take part in the briefing prior to the event and wear high vis supplied by Tickhill Town Council for the duration of the event.

LOST CHILDREN

Event Lost Child Workers (to be confirmed prior to each event)

- 1.
- 2.

The above workers will have access to a mobile phone.

LOST CHILD POINT IS TO BE CONFIRMED PRIOR TO EACH EVENT

Procedure to follow if you are made aware of a lost child:

1. If a child approaches you and tells you that they are lost, or someone brings a lost child to you, you must take responsibility. You should immediately inform other event volunteers listed on the events contact sheet by mobile phone. You should inform other partner officers who are in the vicinity of the situation, including any Ambulance and Police staff. You must also contact the **Lost Child Point** where the incident will be logged.
2. You and the person finding the child must remain in a safe place, close to the location where the child was found, for **up 5 minutes (own discretion)** to allow for immediate recovery by parents/guardians. **Make your position easily visible to aid parents/guardians in finding their child.**
3. If a child is claimed by their parent/responsible adult within 5 minutes, you should escort them to the Lost Child Point to fill out the appropriate forms. If the parent/responsible adult is **not willing** to go to the Lost Child Point, you should inform the Event Organiser of the situation and pass the child's details onto the Lost Child Point.

4. If the child is **not picked up within 5 minutes**, you, the child, and the person who found the child, should all proceed to the Lost Child Point.
5. The child will be handed over to the lost child workers, who will complete a Lost Child Form and take care of the child until collected by the parent/responsible adult.
6. The parent/guardian will be required to show proof of identity, and a signature obtained.

Once a child has been reunited with their parents/guardians, the Lost Child Point personnel will notify all volunteers and the Police if they have been involved.

Procedure to follow if parents/guardians report a lost child to you

If a parent/guardian approaches you about their lost child, act calmly. Inform your Lost Child Point personnel, either with your own mobile phone, or ask another volunteer with a mobile phone to do this for you.

Ask for a detailed description of the child and where and when the child was last seen. Volunteers in your vicinity will be notified immediately to support a rapid search of the immediate area. The search will continue until the child has been found.

If the child cannot be located within 5 minutes of the report of them being missing the Event Organiser will call the police and seek further guidance, whilst continuing to search.

In the event of a Lost Child being reluctant to be handed over to an adult, you should request police support.

At no time should a child be escorted to the lost child point by only one member of event staff

Adopted 28th October 2025

Adopted by Full Council

This procedure will be reviewed and adapted for each event