

WORKING TOGETHER TO BUILD A BETTER COMMUNITY

Event Unattended or Lost Child Policy

Statement of Purpose

It is the intention of Wood Street First through this policy to enlist the cooperation of parents or guardians of the children attending events to ensure the safety and wellbeing of these children. Wood Street First wants to provide a safe and pleasant experience for all those who attend our events. This policy is to be implemented when children are lost, frightened, stranded or otherwise need assistance because they are alone or vulnerable.

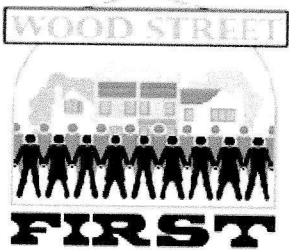
Policy Statement

Children age 11 and under may not be left alone at any of our events. Parents/Guardians are responsible for their children at all times. Notices should be displayed at all events to ensure everyone is aware of this.

Child Left Unattended

If it is determined that a child is lost, left unattended, vulnerable or at risk two Team Members should stay with the child and the other Team Members should try to identify and locate the parent/Guardians, according to the following procedure:

1. Children left unattended are often frightened and crying and should be reassured and put at ease by Wood Street First Team Members
2. Two Wood Street First Team Members must remain with the Child at all times until the child is reunited with his or her Parents/Guardians
3. The two Team Members should reassure the child and take him or her to the Event Help Point and both team members should remain there with the child.
4. The Child must not be offered any food or drink other than water
5. Under no circumstances will the two Team Members take the child out of the event area.
6. One of the two Team Members should calmly ask the child his or her name, age and the name of his or her Parents/Guardians
7. A public announcement can be made but the name, gender and description of the child must not be given out. Example "If you have lost a child please make yourself known to an event steward"
8. Other Team Members should walk around the event looking for the Parents/Guardians by calmly asking if anyone has lost a child. It is likely the Parents/Guardians will be looking for the child and asking others if they have seen him or her.
9. If the Parents/Guardians are located ask them for the name, gender and description of the child and ensure you are confident these are the Parents/Guardians of the child before reuniting them.
10. If the Parents/ Guardians are not located after making every attempt to find them the event team member in charge will when he or she feels it is appropriate call the Police.



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Child Reported Lost or Missing


If a Parent/Guardian reports a child missing Team Members should try to identify and locate the child in accordance with the following procedures.

1. Obtain name, age, gender and description of the child
2. The Team Member informed of a lost or missing child will immediately inform the event Team Member in charge
3. The event Team Member in charge will immediately place stewards on all exits to ensure no child leaves unaccompanied. The Stewards will be given a detailed description of the child so the Stewards can identify the child should someone try to leave with him or her.
4. A Team Members must remain with the Parents/Guardians at all times until the child is reunited with them.
5. A public announcement can be made but using the child's name only the description of the child must not be given out. Example "We have a lost a child. NAME would you please make yourself known to an event steward or make your way to the Event Help Point" This should be repeated until the child is found.
6. Other Team Members should walk around the event looking for the child and check all areas thoroughly. Calmly asking if anyone has seen a lost child. It is likely the child will be distressed and looking for the Parents/Guardians.
7. If the child is not located after making every attempt to find him or her the event team member in charge will when he or she feels it is appropriate call the Police.
8. If the Child is found a public announcement can be made announcing the child has been found.

Timelines and actions may vary with the maturity of the child, the time of year, the weather and staff availability. The goal is to be helpful and to keep all children safe at all Wood Street first Events.

Signed 
Chairman: Mr Graham Hodgkiss

Signed 
Assistant Chairman: Mr Martin Kearney

Signed 
Secretary Mrs Linda Brooks

Signed 
Treasurer: Mr Adrian Stannard

Date: Tuesday 24th April 2018

This Statement forms an appendix to the Wood Street First Constitution