



Charity number 1197599

Missing Child/Vulnerable Adult Procedure for Brereton Big Local CIO (Events)

Introduction

A 'lost child' can be a child or young person up to the age of 18.

A vulnerable adult (VA) is defined as person over the age of 18 who may require care, unable to look after themselves or protect themselves from harm because of a disability or illness (The Department of Health)

To be used in conjunction with Lost Child/Vulnerable Adult Policy for Brereton Big Local CIO

Reporting a Lost Child or Vulnerable Adult
1. When a person has been reported as lost/missing the following details of the missing person are to be obtained, recorded, and passed to Control by an agreed communication system:
• Name and age
• Male or Female
• Ethnicity
• Hair Colour
• Height
• Glasses (Yes/No)
• Colour and type of clothing
• Length of time missing
• Circumstances under which went missing.
• Area where last seen.
• Does the individual have a mobile phone, if so, what is the number?
• Are the individual disabled or does he/she have Special Needs?
• Any other vulnerability
• Any other identifying features
• Anywhere the missing persons is likely to go or people they may contact.
• What the missing person enjoys doing
• Any medication
2. The event organiser/marshal will announce over the PA system (if being used at an event) of the missing child.
3. Parents, accompanied by a Marshall/ event organiser, should remain in the area where the child/VA was last seen.
4. The event organiser will pass the relevant information to all marshals via an agreed method of communication.
5. All marshals should undertake a search of their areas.
6. Perimeter areas - marshals are asked to report on any such child/VA leaving the event site and if necessary, stop anyone they think might be the missing child/VA from leaving.
7) If the child/VA is still missing the event exits will be secured until thorough search is carried out and missing person found.
7. If child/VA still missing marshals will request to search vehicles that are leaving the event
POLICE should be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable.



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Procedure once the lost child or Vulnerable is found

1. Once a child/VA is located, he or she is to be reunited with his or her parents/carer and full details to be recorded.
2. Once a missing person has been found, Control will advise all marshals who will resume their normal duties.

Finding A Lost Child or Vulnerable Adult

1. A lost child/VA must be reported immediately to control.
2. The child/VA will be taken to the designated lost person point and two marshals/event organisers called to attend to look after the child/VA.
3. The child/VA will be reassured, and the following questions will be asked to gather more information:
 - Ask their parents/ carers names.
 - Ask if they know any contact numbers for the persons they were with or other family members/ friends that may help.
 - Ask where and when they were last together.
 - Ask what they were doing to help you identify where the parents might be.
 - Ask what the parents are wearing.
 - Ask if they know what the parents' plans were/ are.
 - If the child is calm and it is appropriate to do so, further details may be obtained, such as address and other relatives' details.
4. An announcement can be made from the PA asking their parents/ carers to go to the designated meeting point. The name of the child/VA must **NOT** be announced over the PA or radios. Example: 'Can Mrs Brown attend the control point'
5. A search system can be considered to look for the relatives of the found child/VA if appropriate.

POLICE should be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable.

Procedure once the Parents/carers have been located.

1. The person claiming a child/VA should complete the Brereton Big Local CIO Health and Safety, Welfare and Safeguarding Incident Reporting Form include their name and address and relationship to the child/VA and will show a form of identification.
2. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/VA before handing him or her over.
3. The person should be a competent adult

General Care Procedures

1. It is good practice to have two people to care for any found child/VA.



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2.	No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.
3.	Respect the wishes of a child as you would an adult, you must not impose yourself on them.
4.	Use appropriate behaviour, language and gestures etc.
5.	Be prompt, calm, assured and professional.

When to call the police	
	If the child/ missing person has made any allegations
2.	If there are any concerns for the missing/ found persons welfare
3.	If the found person is hesitant or unwilling to go with the person collecting them
4.	If the person reported missing is considered vulnerable in any way

