



Charity number 1197599

## Missing Child/Vulnerable Adult Policy for Brereton Big Local CIO

### Introduction

Brereton Big Local CIO host events such as parades and carnivals throughout the year. Many of the events are aimed at families within the community, inclusive of all and will often include children or vulnerable adults (VA) as part of. Although children will be required to be within the care of a responsible adult it remains possible for a child/VA to lose sight of parents/carers. In this instance the child/VA would become a 'missing child/VA'.

Brereton Big Local CIO holds robust procedures in place to safeguard children/VA throughout the event and if such an incident should arise. At all events a DBS checked safeguarding trained event organiser or volunteer will be present.

### Events

Provision for children/VA at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. Each event will provide adequate marshalling.

- Marshalls will be present at entrances and exits of events or beginnings and endings of parades to minimise the risk of a lost child/VA leaving the event.
- Marshalls will be wearing Brereton Million 'high visibility' jackets so can be located quickly in the event of a lost child /VA situation.
- Marshalls will patrol the events.
- All Marshalls/volunteers will receive training or information on the protocol if a child/VA becomes lost.
- There will always be an event organiser or marshal who is First Aid trained in attendance.
- There will always be an event organiser or Marshall who is DBS checked.
- A central 'Lost Child/VA' signed tent will be provided at events.
- Information will be shared via programmes, flyers, social media of event layout including entrances, exits and emergency points.

### Reporting a Lost Child/VA

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

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- Anywhere the missing person is likely to go or people they may contact.
- What the missing person enjoys doing
- Any medication

The event organiser/marshal will announce over the PA system (if being used at an event) of the missing child. Parents, accompanied by a Marshall/ event organiser, should remain in the area where the child/VA was last seen. The event organiser will pass the relevant information to all marshals via an agreed method of communication. All marshals should undertake a search of their areas. In 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.

- Consideration to be given to closing event exits until thorough search is carried out and missing person found.
- Consideration is to be given to preventing any vehicles leaving the event without being searched.

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

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 in the Brereton Big Local CIO Health and Safety, Welfare and Safeguarding Incident Reporting Form

Once a missing person has been found, Control will advise all marshals who will resume their normal duties.

### **Finding A Lost Child/VA**

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

If a lost child/VA is discovered by any marshals this must be reported immediately to control.

The following procedure is a recommendation only:

- 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. 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.

Meanwhile:

- 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'
- A search system can be considered to look for the relatives of the found child/VA if appropriate.



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#### General Care Guidelines

- Children/VA should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.
- The person claiming a child/VA should complete Brereton Big Local CIO Health and Safety, Welfare and Safeguarding Incident Reporting Form and will show a form of identification, always bearing in mind that 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.
- The person should be a competent adult.

#### All marshals looking after children/VA are expected to:

- Respect the wishes of a child as you would an adult, you must not impose yourself on them.
- Remember that children/VA regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Prevent any other marshal or member of the public from putting any child/VA in a situation in which there is a significant risk to their health and safety.
- Be prompt, calm, assured and professional.

#### When to call the police

- If the child/ missing person has made any allegations
- If there are any concerns for the missing/ found persons welfare
- If the found person is hesitant or unwilling to go with the person collecting them
- If the person reported missing is considered vulnerable in any way

