

The Policy and Procedures sub-group of the Local Safeguarding Children Board have discussed and ratified this guidance.

The guidance was written for large events taking place over a number of hours. Smaller community based events should follow the principles and develop arrangements appropriate to their event.

Accommodation

A building or temporary structure that is weatherproof; easily recognisable; and clearly signed "Lost Children".

It should also be secure, with no direct access to the general public; separate from the first aid area or control room; with dedicated toilets. There should also be a collection point that is separate from where there are other children being cared for.

Staffing

A minimum of two people, with enhanced CRB check and training in child protection awareness, are required to staff the lost children area at any one time and a team of three will allow rotation to give sufficient cover over a long time. At least one person should also have 2 years relevant experience in looking after children. All of these staff must receive briefing and written instructions relating to emergency procedures in case of evacuation.

The child protection awareness training course attended should have included information on:

- Safeguarding and promoting the welfare of children;
- Defining abuse and neglect;
- Myths and realities in child protection;
- Signs and symptoms of physical sexual abuse emotional neglect;
- Helpful responses when a child confides - what to avoid and protecting your self.

For training contact Darlington Safeguarding Children Board's Training and Development Officer, Town Hall, Darlington DL1 5QT Telephone 01325 388674

Care Guidelines

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children in case of allergies.
- The person claiming a child should complete a form to include their name and address and show relevant form of identification
- A dedicated radio channel for lost children should be assigned on the radio network.

Found Child Procedure

Upon finding a child the following procedure should be implemented:

- Police/stewards should make immediate contact with the lost children point in case the parent/guardian is there, to advise that a child has been found.
- The child is then to be immediately escorted by a steward/Police officer to the lost children point.
- A form must then be completed in the presence of the steward/Police officer to detail where the child was found. (template form F8 is available)
- Details of the child are to be forwarded to Event Control (via mobile phone).
- Event Control must request a message to be relayed over the PA system. (No details of the lost child should be relayed over the PA system without the permission of the Police officer in charge).
- Event Control should also issue details to all Police/stewards regarding the lost child in case they are contacted by a parent/guardian.
- Parents/guardians claiming the child should show a form of identification (A photo driving licence, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them.

Missing Child Procedure

- If a missing child report is made to Police/stewards then they should contact the lost children point to ascertain whether the child is there.
- If the child is there then parents/guardians should be directed or escorted directly to the lost children point.
- If the child is not there then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child.
- Details of the missing child should then be forwarded to event control (via mobile phone).
- Event Control should then issue a message to all Police/stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA system without the permission of the Police officer in charge.