

MISSING CHILD AT AN EVENT POLICY

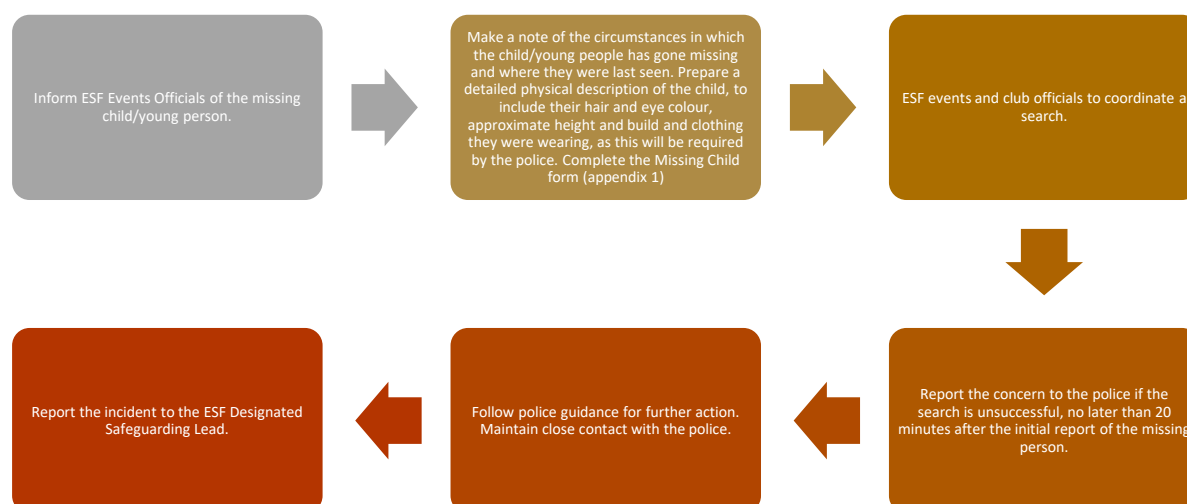
If a child/young person goes missing during an event, we will apply the following procedure:

- Inform ESF Events Officials of the missing child/young person.
- Make a note of the circumstances in which the child/young people has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police. Complete the Missing Child form (appendix 1)
- ESF events and club officials to coordinate a search.
- Report the concern to the police if the search is unsuccessful, no later than 20 minutes after the initial report of the missing person.
- Follow police guidance for further action. Maintain close contact with the police.
- Report the incident to the ESF Designated Safeguarding Lead.

Process Flowchart:

If a participant appears missing, the flow chart below identifies the process to be followed. There may be access to photographs of all young people at the event, if so, these can be used to help provide the police with a description should this be necessary.

Missing child/young people at a ESF event process flowchart:





LOST/FOUND CHILD FORM – Appendix 1

(Details for records only, not to be announced)

ESF Events Venue:

Date:

LOST/MISSING CHILD/YOUNG PERSON

Child's Name:	Age of child:
Gender assigned at birth	D.O.B.:
Preferred Gender	
Club Name:	Contact number for Club Official:
Time and place child last seen:	Time ESF Events Officials informed:
Hair Colour:	Clothing (Colour & Pattern):
Eye Colour:	
Ethnicity:	Any other relevant information:
Spectator or Participant or Other:	
Parent/Guardian name:	Phone Number:
	Address:
Action taken:	Time:
ESF Events Officials informed:	
Police informed:	
Butlin's Resort Safety informed:	
Other:	

FOUND CHILD/YOUNG PERSON

Time found:	Location found:
Child/Young Person Name: Male or Female:	Age of child: D.O.B.:
Club Name:	Club Official:
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information:
Spectator or Participant or Other:	
Has the child any special medical requirements? (check for medical tags)	Name of ESF Events Official dealing with child:
Details of Individual handing the child over Name: Tel:	Role:
Time ESF Events Officials were informed:	Any other information:
Name of Parent/Carer collecting child: Relationship to child: Signature:	Phone Number: Address: ID document/s checked:
ESF Events Official handing over child: Signature:	Time child reunited: