

MISSING CHILD AT AN EVENT POLICY

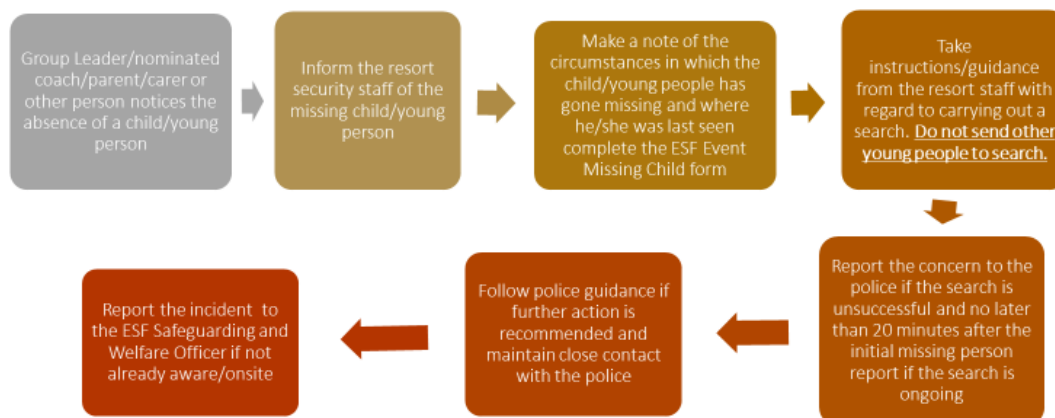
If a child/young person goes missing during an ESF event, we will apply the following procedure:

- Inform the resort security staff 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 and 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 and complete the Missing Child form (appendix 1)
- Take instructions/guidance from the resort staff with regard to carrying out a search.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
- Follow police guidance if further action is recommended and maintain close contact with the police
- Report the incident to the ESF Safeguarding and Welfare Officer

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 over the P.A.)

ESF Event Location:

Date:

Lost/Missing Child/Young Person

Child's Name:	Age of child:
Male or Female:	D.O.B.:
Club Name	Contact number for Club Leader/Coach
Time and place child last seen:	Time Resort staff informed:
Hair Colour:	Clothing (Colour & Pattern):
Eye Colour:	
Ethnicity:	Any other relevant information:
Spectator or Participant or Other:	
Parent/Guardian name (as reported or from player registration form if participant):	Phone Number: Address:
Action taken: Resort Security informed ESF representative informed: Police informed: Other:	Time:

Found Child/Young Person

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