

Lost Children and Vulnerable Adults Policy – Westfield Fun Day

Westfield Parish Council is committed to the safety of everyone attending the Fun Day. The following procedure will be communicated to all stewards at the event and will be reviewed annually. The purpose of the following procedure is to ensure that children or vulnerable adults lost or missing during the event are taken to a place of safety and reunited as soon as possible with their family.

The lost persons point will be the PA BOOTH, which is located at the edge of the show ring. The booth will be manned throughout the event by at least one adult. In the event of a lost child or missing person being brought to the booth a second adult will remain so that there are always two adults present.

Children / vulnerable adults found without their parent / guardian

Any children or vulnerable adults found to be lost at the event should be taken to the PA booth where they should remain until they have been reunited with a parent or guardian. The child / vulnerable adult should be asked their name, who they are with, the name(s) of people they are with and where they last saw them.

If the name of the parent / guardian is known an announcement should be made over the PA system “This is a public announcement, could the [Name of Parent] come to the PA Booth at the side of the show ring, please”

If the name of the parent / guardian is not known the announcement should be “This is a public announcement, if you have been separated from a family member, please come to the PA Booth at the side of the show ring.”

The announcement should not mention the name of the child/vulnerable adult and they should be kept out of public view whilst they await collection. When a parent/guardian arrives to collect they should not be able to view the child / vulnerable adult. They should be asked to provide details of the child/vulnerable adult and their relationship to them.

If the collector is an older child and you are not convinced they will ensure the child’s safety, then you should hold the child until an adult can be contacted.

If a child or vulnerable adult is reluctant to go with a collecting adult then you may decide to inform the police.

Parent / guardian reporting lost child / vulnerable adult

Any persons reporting a child/vulnerable adult missing should be directed to the PA Booth.

At the PA Booth details of the missing person should be taken.

One steward should report to other stewards at the event details of the missing person and a search should be conducted.

If the parent / guardian decide to search too they should be encouraged to return regularly to the PA Booth.

When the child / vulnerable adult is found they should be taken to the PA Booth to be reunited.

After an incident

If a child / vulnerable adult is not reunited with their parent / guardian after a reasonable passage of time then the Police should be informed.

A log should be kept of any incidents to include name, age etc of lost person, details and length of the search and conclusion. The log should be returned to the Parish Council after the event.

Review History	To be reviewed annually
Adopted by the Parish Council	06/04/2020
Reviewed by Parish Council	3rd May 2022
Date of next review	May 2023