

# **CORRINGHAM PARISH COUNCIL & BURIAL AUTHORITY**

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## **LOST & FOUND CHILDREN & VULNERABLE ADULT POLICY**

**ADOPTED: APRIL 2022**

**Reviewed May 2025**

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## Lost and Found Children & Vulnerable Adult policy

As an organiser Corringham Parish Council have the responsibility to safeguard children and vulnerable adults that may attend our events. All children and vulnerable persons have the right to protection, and this should be taken into account.

### 1. Lost and Found Child/Vulnerable Adult Procedure

All staff to be briefed prior to event with the following guidelines:.

**Control:** A central point should be set up to accommodate lost or found children/persons. This should not be advertised as a missing person point but as a 'Help' point.

#### a. Missing Persons:

- When a person has been reported as lost/missing the details of the missing person are to be obtained and recorded using the Missing Person form as at appendix 1. The details should then be passed to Control by an agreed communication system:
- Parents, Guardians or carers, accompanied by a steward/ member of staff, should remain in the area where the person was last seen.
- Control will pass the relevant information to all staff via an agreed method of communication.
- All staff should undertake a search of their areas.
- In perimeter areas, staff should report on any such person leaving the event site and, if necessary, stop anyone they think might be the missing person from leaving.
- Consideration to be given to closing event exits until a thorough search is carried out and the missing person found
- Police should be contacted after 20 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable and the following circumstances apply:
  - 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
- **If the missing person is a child this incident should have maximum priority.**

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Once a person is located they are to be reunited with their parents/ guardians/carers and full details to be recorded.

Once a missing person has been found, Control will advise all staff so that they can resume their normal duties.

## **b. Found Persons:**

If a lost person is discovered by any staff member this must be reported immediately to control.

The person will be taken to the designated 'Help' point and two staff members called to attend to look after the person, one of which must be DBS checked.

The staff members will respect the wishes of the child or vulnerable person and must not impose themselves on them

Staff members will model good behaviours and ensure language, gestures etc. are appropriate and above reproach

The Staff members will prevent any other member of staff or members of the public from putting any child or vulnerable adult in a situation in which there is a significant risk to their health and safety.

All staff members involved will be calm, confident and professional in their approach.

The person will be reassured, and the following questions asked to gather more information:

- Their parents/ guardians/carers names
- If they know any contact numbers for the persons they were with or other family members/ friends that may help
- Where and when they were last together
- What they were doing to help you identify where the parents/ guardians/carers might be
- What the parents/ guardians/carers are wearing
- If they know what the parents/ guardians/carers plans were/ are
- If the person is calm and it is appropriate to do so, further details may be obtained, such as address and other relatives details.

An announcement can be considered to be made from a PA asking their parents/ guardians/carers to go to the designated Help point. The name of the found person must not be announced over the PA or radios.

A search system can be considered to look for the relatives of the found person if appropriate

No food or drink, except plain water should be given to any persons in case of allergies.

The person claiming a child or vulnerable adult should complete a form to include their name and address and relationship to the person (as at appendix 2) and must show a form of identification. This person must be a competent adult.

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If the child or vulnerable adult is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the person before handing him or her over.

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## Appendix 1.

### Corringham Parish Council - Missing Persons Form

Event		Date & Time	
Name		Age	
Gender		Ethnicity	
Hair Colour		Height	
Colour & Type of Clothing		Glasses	Yes/No
Any other identifying features		Do they have a mobile phone? Number?	Yes/No
Area Last Seen		Length of time missing	
Circumstances under which went missing			
Are they disabled or have special needs		Any other vulnerability or medications	
Is there anywhere the missing persons favours or is likely to go, or people they may contact?			
Anything the missing person enjoys doing?			

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## Appendix 2.

### Corringham Parish Council - Found Persons Form

<b>Event</b>		<b>Date &amp; Time</b>	
<b>Name of found person</b>			
<b>Name of person collecting</b>		<b>Relationship</b>	
<b>Address details</b>		<b>Contact number</b>	
<b>Proof of identity seen</b>	<b>Yes/No</b>	<b>Type of identification seen</b>	
<b>Person handing over</b>			
<b>Signature of parent/guardian/carer</b>			
<b>Other notes</b>			

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