**Child Protection**

Provision for children at an event should be considered even where the event is not specifically aimed at them, as they may accompany family members. You should consider the following points:

* Care of children at dedicated play areas including number and ages of children, and nature and suitability of children’s activities provided.
* Children with special needs
* Rides, amusements and outdoor play equipment
* Events involving early teenager audiences
* Child protection
* Lost children provision and requirements of stewards

As the organiser, you have the responsibility to safeguard the children and vulnerable adults that may attend your event. All children have the right to protection and this should be taken into account.

**lost/found child & vulnerable persons (LFCVP)**

**procedures & reporting forms**

The event must have a planned response to LFCVPs.

Staff or an appropriate organisation who meet the required standards should undertake this role and be responsible for co-ordinating efforts to locate and reunite LFCVPs.

A LFCVP Point (Safe Area) should be staffed by no less than two competent staff members should a LFCVP situation arise. The processing of forms etc for LFCVP should be carried out by the LFCVP Point staff.

Staff should follow this procedure to ensure minimal distress to the affected group.

**Guidelines**

1. Children **under the age of 14 years** should be kept unconditionally at the LFCVP Point until collected by a parent, guardian or responsible adult.
2. **Children 14 years and over** are free to leave at any time, or remain at the LFCVP Point if they wish.
3. A responsible adult is someone who is 18 years or over, who LFCVP Staff feel the LFCVP is comfortable with, who demonstrates responsibility for the CVP and is not considered to pose an obvious threat to the CVP.
4. When reporting a LFCVP **- DO NOT** say the CVPs’ name over the radio when radioing initial information in to Event Control. Use code names - for example:
	* **“Moses”** for the child / vulnerable person
	* **“Mr/Mrs Moses”** for the parent / responsible adult
5. All found CVP, and adults looking for a lost CVP, should be taken to the LFCVP Point after waiting for ten minutes in the area where the separation happened.
6. CVP must always be accompanied by no less than two adults.
7. **Under no circumstances should a child be escorted by one person alone.**
8. On arrival at the LFCVP Point, the appropriate forms **MUST** be completed by the LFCVP Point Staff.
9. Proof of identity should be requested by the LFCVP Point staff, if they feel it is necessary, prior to the LFCVP being allowed to leave the LFCVP Point. It is also suggested that a photo is taken of the person collecting the LFCVP.
10. If a CVP is **not willing** to go with the parent / responsible adult, Event Control must be informed immediately. The LFCVP Point Staff should then make an assessment as to whether the CVP should be released. If the course of action is unclear, further guidance should be sought from Event Control, and in any event, Event Control must be kept fully informed of the situation. Event Control will inform the Police if deemed necessary.
11. All forms should be passed to the Event Control/the Event Organiser at the end of the event. These should be stored in a secure place for a period a seven years following the event and then securely disposed of.

**In the event of a child/vulnerable person (CVP) not being repatriated by the end of the event, the Event Organisers will contact Lincolnshire Police in the first instance who will liaise with them and other relevant agencies to ensure that appropriate action is taken in line with safeguarding policies.**

**IF A FOUND CVP IS REPORTED TO YOU, FOLLOW THIS PROCEDURE**

* All found CVP must be accepted by steward / security officer / event staff.
* Event control must be informed immediately.
* Event control will inform the LFCVP Point staff and all appropriate staff in the vicinity of the situation, including the police if necessary.
* Event control will also log the incident and dispatch security to the location.
* The steward / security officer / member of staff and the person who has found the child must remain in a safe place at the location where the child was found for **10 minutes** to allow for immediate recovery by parents / responsible adult. **Make your position easily visible to aid parents / responsible adults to find their child.**
* If a CVP is claimed by their parent / responsible adult within 10 minutes, the steward / security officer / member of staff should let the CVP go if they are willing and happy to do so.
* If the CVP is **not willing** to go with the parent / responsible adult, the LFCVP Point Staff must be informed of the situation immediately and before the child is released. If a child is unwilling to go with the parent / responsible adult, an assessment by LFCVP Point Staff will be made and the police may be informed. Event control should be contacted for advice if required.
* If the CVP is not claimed with in ten minutes, the security detail will escort the CVP to the LFCVP Point. If the person who found the CVP is not prepared to accompany the security to the unit, details should be noted as to where the CVP was found and contact details of the person who found the CVP be taken.
* Found CVPs will be handed over to the LFCVP Point Staff, who will complete a Found CVP Form and take care of the CVP until collected by the parent / responsible adult. The parent / responsible adult will be required to show proof of identity and a signature must be obtained prior to allowing the CVP to leave with them.
* On repatriation of the CVP with their parent / responsible adult, the Repatriation Form must be completed.
* Once a CVP has been reunited with their parents / responsible adult, the LFCVP Point will notify Event Control.

**IF A LOST CVP IS REPORTED TO YOU, FOLLOW THIS PROCEDURE**

* If a parent / responsible adult approach you about their lost CVP, remain calm.
* Contact Event Control, either with your own radio, or ask a member of staff with a radio to do this for you.
* Ask the parent / responsible adult for a detailed description of the CVP and where and when they were last seen.
* Go with the parent / responsible adult to the location where the CVP was last seen and wait there for at least 10 minutes just in case the child comes back. **Make your position easily visible to aid the lost CVP to find their parents/responsible adult.**
* Security personnel in the vicinity will be notified immediately to support a rapid search of the immediate area.
* If the CVP is does not return within ten minutes, the security detail will escort the parent/responsible adult to the LFCVP Point.
* The parent / responsible adult may be very distraught and not wish to leave the area where the CVP was lost. If the parent/responsible adult is not prepared to accompany the security to the unit, their contact details should be taken and relayed to Event Control so they can be contracted if the CVP is found / later.
* Event Control will notify the LFCVP Point and Police as necessary who will co-ordinate and continue the search until the child has been found.
* If an individual case presents with circumstances which may lead to the child being a high risk case (e.g. possible kidnapping) event control should be contacted immediately and the police informed, who will devise the appropriate search strategy.
* Parents / responsible adults arriving at the LFCVP Point looking for a CVP who has not been handed in, will be encouraged to remain at the LFCVP Point but will not be forced to do so.
* The LFCVP Point staff will complete a Lost CVP Form and take care of the parents / responsible adult until the lost CVP is found. The parent / responsible adult will be required to show proof of identity and a signature must be obtained prior to allowing the CVP to leave with them.
* On repatriation of the CVP with their parent / responsible adult, the Repatriation Form must be completed.
* Once a CVP has been reunited with their parents / responsible adult, the LFCVP Point will notify Event Control.

**AT NO TIME SHOULD A CHILD BE ESCORTED TO THE LOST CHILD POINT**

**BY ONE MEMBER OF EVENT STAFF ALONE**

**The completed forms must be retained for 7 years following the date of the event.**

**Found Child or Vulnerable Person Report Form**

**INFORMATION ABOUT THE CHILD**

**(Description on the form only, not to be announced over the P.A)**

|  |  |
| --- | --- |
| Incident Number |  |
| Date & Time Reported: | Location reported: |
| Child’s Name: | Age of child:D.O.B |
| Male / Female | Hair Colour: |
| Eye Colour: | Clothing (Colour & Pattern): |
| Ethnic Classification: | Parent/Guardian name (obtain from child):Address:-Phone Number:- |
| Has the child any special medical requirements? (check for medical tags)  | Time the child was handed over to the Lost Child/Vulnerable Adult Point: |
| Security / Steward & Head of Security dealing with the child: | Details of Adult handing child over:Name:Address:Tel: |
| Name of staff member receiving child |
| Any other information: |

**The completed forms must be retained for 7 years following the date of the event.**

**LOST Child or Vulnerable Person Report Form**

**INFORMATION ABOUT THE CHILD**

**(Description on the form only, not to be announced over the P.A)**

|  |  |
| --- | --- |
| Incident Number |  |
| Date & Time Reported: | Location reported: |
| Person reporting (including name, address, contact details and relationship) |
| Where was lost child/vulnerable person last seen? |
| Any likely locations that the lost child/vulnerable person would go to? |
| Lost child / vulnerable person’s name: | Age of person:D.O.B |
| Male / Female | Hair Colour: |
| Eye Colour: | Clothing (Colour & Pattern): |
| Ethnic Classification: | Height / build:Distinguishing features: |
| Any safety concerns, special medical needs or other important factors? |
| Name of staff member receiving report: |
| Any other information: |

**The completed forms must be retained for 7 years following the date of the event.**

**REPATRIATION FORM**

|  |  |
| --- | --- |
| Incident Number  |  |
| Parent / Responsible Adult  | Witnessed by:*THIS IS TO CERTIFY THAT THE CHILD NAMED HAS BEEN REUNITED WITH PARENT / RESPONSIBLE ADULT IN A SAFE MANNER* |
| Parent / Guardian Name(s) | Name of Witness |
| Parent / Guardian Address: | Witness Address: |
| Parent / Guardian Tel: | Witness Tel: |
| Parent / Guardian Signature (s) | Witness Signature: |
| ID of Parent / Responsible Adult: | Witness Role Title: |
| Time child reunited with parents / responsible adult | Signature of security / steward / lost/found child or vulnerable adult point staff |