



LEEK TOWN COUNCIL

LOST CHILD OR VULNERANABLE PERSON POLICY

Nov 2025

INTRODUCTION:

This Policy is the Town Council's procedure in the event of a report that a child or vulnerable person is lost or found:

All staff coming into contact with a child or vulnerable person must be DBS checked.

1. LOST CHILD OR VULNERABLE PERSON

- 1.1 The parent/guardian will be instructed to go to Event Control.
- 1.2 The Safety Officer will be informed via radio and will meet the parent at Event Control.
- 1.3 The Safety Officer will take accurate details from the parent, using the Lost Child Form.
- 1.4 The Safety Officer will make radio announcement to radio holders with details of missing child so that a search can be carried out, including of pre-identified areas such as play areas, toilets, music marquees and the area beyond the gates.
- 1.5 A steward will accompany the parent to the area where child was last seen.
- 1.6 Gate security and stewards should be vigilant of people leaving the site and be prepared to challenge if in doubt.
- 1.7 The Police will be notified immediately a child or vulnerable person is reported missing
- 1.8 The Safety Officer will complete the Lost Child Form with relevant details.

2: FOUND CHILD OR VULNERABLE PERSON:

- 2.1 A steward will notify the Safety Officer via a member of staff with a radio (wearing an orange or yellow hi-viz jacket) that a child has been found.
- 2.2 The steward will remain with the child until the Safety Officer arrives, who will then stay at location for 5 minutes in case parent returns.
- 2.3 If no parent has come forward after 5 minutes, the Safety Officer will take the child to Event Control, who will organise for a DBS checked member of staff to supervise the child until the parent is found.
- 2.4 The Safety Officer will then contact all radio holders to explain that a child has been found and to be vigilant of people who might be looking for a missing child, and will ask Marquee Managers to use the marquee public address systems to announce that a child has been found and for the parent to go to Event Control. DO NOT ANNOUNCE NAME.
- 2.5 If a parent comes to Event Control to claim the child, the Safety Officer will complete a Lost Child Form (Appendix G), ensuring that identification is given by the parent where possible, that the child recognises the parent and that the parent signs the form. Safety Officer must be 100% confident that adult is parent, in which case Safety Officer will inform radio holders that the child has been reunited with the parent.
- 2.6 If after 10 minutes the child and parent are not reunited, the Safety Officer will inform police and remain the single point of contact. The child will remain at Event Control with the DBS registered member of staff until police arrive. The Safety Officer will note any police reference number on the Lost Child Form.