

WSRA Steam & Vintage Rally 2024

Lost/Found Children Policy

Lost and Found Child/Vulnerable Adult Procedure

Definitions

Lost children/ vulnerable adults: Those persons that have become separated from their parents/ guardians/carers and their whereabouts are unknown.

Found children/ vulnerable adults: Those persons that have become separated from their parents/ guardians/carers and are in the care of a member of the rally team.

Lost child/ vulnerable adult

If approached by a parent/ guardian and a child/ vulnerable adult is reported missing the following procedure should be adopted:

- 1/ Immediately report incident to control as a Code Red message
- 2/ Close the exit gates to the public
- 3/ Pass a description of the missing person over the radio
- 4/ Seek permission from parent/ guardian on whether the missing person's description should be announced over the public address
- 5/ Arrange a section-by-section search with all available staff for the missing person commencing from the point where the person was last seen and working outwards
- 6/ Seek information from parent/ guardian if any additional relevant details regarding potential medical issues or the possibility of abduction.
- 7/ If not found within 15 minutes of the reporting of the incident, inform the police on 101.
- 8/ When considered an emergency call police on 999.

Found children and vulnerable adults

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

General Care Guidelines

Children/ vulnerable adults should not be left in the sole care of one person at any time.

No food or drink, except tap water should be given to children/vulnerable adults in case of allergies.

The person claiming a child should complete a form to include their name and address and relationship to the child and must show a form of identification, always bearing in mind that if the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over. The person should be a competent adult.

All Staff looking after children are expected to:

Respect the wishes of a child as you would an adult, you must not impose yourself on them.

Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.

Prevent any other member of staff or member of public from putting any child in a situation in which there is a significant risk to their health and safety.

Be prompt, calm, assured and professional.

Found Vulnerable Adults

(Example: an adult who has become separated from their family/friends/guardian)

If a vulnerable adult identifies themselves to Rally staff. A call to Control to establish if the person's friends or family have already made contact. A brief search of the area can be carried out with the found person to assist in locating friends or family. If the immediate search is unsuccessful the staff member can then escort the lost person back to the found person allocated area, where Control will take appropriate action, such as assist with making phone calls or a public announcement, as appropriate.

Found child

(Example: a child who has become separated from their parent/ guardian)

If a child who has become separated from their parents/ guardians is discovered by any staff member this must be reported immediately to Control. The following procedure should be followed:

The child will be taken to the designated found person point and two staff members should attend the child. Reassure the child and:

Ask their parent's/ guardian's names

Ask if they know any contact numbers for the persons they were with or other family members/ friends that may help

Ask where and when they were last together

Ask what they were doing to identify where the parents might be

Ask what the parents are wearing

Ask if they know what the parents' plans were/ are

If child 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 the PA asking their parents/ guardians to go to the designated meeting point. **The name of the child must not be announced over the PA or radios.** Example: 'Can Mrs Brown attend the control point'

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

Always contact the Police 'immediately' in any of the following circumstances

If the found person has made any allegations

If there are any concerns for the found person's welfare

If the found person is hesitant or unwilling to go with the person collecting them

If the found person is considered vulnerable or at risk in any way

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