

MISSING CHILD AT AN EVENT POLICY

Purpose

ESF Events is committed to safeguarding the welfare of all children and young people attending its events. This policy outlines the procedure to be followed if a child or young person is reported missing during an ESF event.

All missing child incidents are treated as safeguarding concerns and must be acted upon immediately.

Procedure – Immediate Actions

If a child or young person is reported missing during an event, the following procedure must be followed without delay:

1. Inform ESF Events Officials immediately
Any concern that a child or young person may be missing must be reported straight away to a member of the ESF Events organising team.
2. Gather key information
Make a clear record of:
 - a. Where and when the child or young person was last seen
 - b. The circumstances leading up to them being reported missing
 - c. A detailed physical description, including:
 - i. Hair colour
 - ii. Eye colour
 - iii. Approximate height and build
 - iv. Clothing worn

Complete the **Lost / Missing Child Form (Appendix 1)**.

3. Coordinate a search

ESF Events Officials will coordinate a search of the immediate area in partnership with club officials and venue staff, where appropriate.

4. Contact the Police

If the child or young person is not located within 20 minutes of the initial report, the Police must be informed immediately.

5. Follow Police guidance

Once the Police are involved, all actions must be taken in line with their advice. Maintain close contact and provide any additional information requested.

6. Inform the ESF Designated Safeguarding Lead

The incident must be reported to the ESF Designated Safeguarding Lead (DSL) as soon as possible.

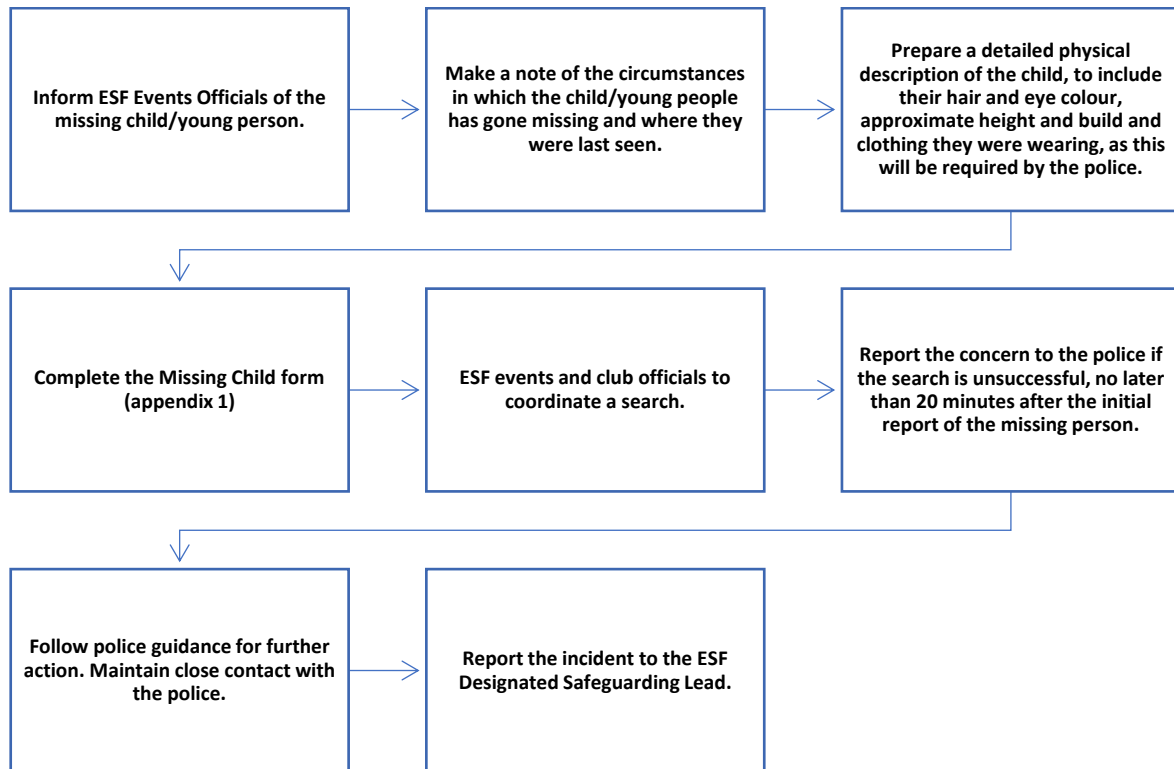
Use of photographs

Where photographs of participants are available for safeguarding purposes, these may be used to assist the Police in identifying the missing child or young person if required. Photographs must only be shared in line with safeguarding and data protection guidance.

Recording and reporting

All missing child incidents must be fully recorded using the Lost / Missing Child Form. This form is for recording purposes only and information must not be announced publicly.

Missing child/young people at a ESF event process flowchart:



LOST/FOUND CHILD FORM – Appendix 1

(Details for records only, not to be announced)

ESF Events Venue:

Date:

LOST/MISSING CHILD/YOUNG PERSON

Child's Name: Gender assigned at birth Preferred Gender	Age of child: D.O.B.:
Club Name:	Contact number for Club Official:
Time and place child last seen:	Time ESF Events Officials informed:
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information:
Spectator or Participant or Other:	
Parent/Guardian name:	Phone Number: Address:
Action taken: ESF Events Officials informed: Police informed: Butlin's Resort Safety informed: Other:	Time:

FOUND CHILD/YOUNG PERSON

Time found:	Location found:
Child/Young Person Name: Male or Female:	Age of child: D.O.B.:
Club Name:	Club Official:
Hair Colour: Eye Colour:	Clothing (Colour & Pattern):
Ethnicity:	Any other relevant information:
Spectator or Participant or Other:	
Has the child any special medical requirements? (check for medical tags)	Name of ESF Events Official dealing with child:
Details of Individual handing the child over Name: Tel:	Role:
Time ESF Events Officials were informed:	Any other information:
Name of Parent/Carer collecting child: Relationship to child: Signature:	Phone Number: Address: ID document/s checked:
ESF Events Official handing over child: Signature:	Time child reunited: