

APPENDIX E – LOST CHILD POLICY

Upon finding a lost child, the following procedure must be followed:

- If the child is found by a member of the public, take custody of the child and get as many details as possible from the member of the public who found the child, including their contact details.
- Ensure that at least two members of staff are with the child at all times and that a member of staff is never left alone with the child.
- Radio event control to inform that a lost child had been found. Ensure that no details of the child or their description are given over the radio.
- Bring the child to the medical centre and obtain as much information as possible such as the name of the child, age, address if known, physical description of the child and where they were found.

DON'TS:

- Do not leave a child with only one member of staff. A minimum of two staff members should be with the child at all times. This can also be a volunteer or a member of security.
- Don't give the child any food or drinks other than water.

Note:

- No announcements will be made over a PA system to announce that a child has been found nor should any details of the child or their description be given over the radio between staff.

Child reported missing

If someone reports that a child is missing, the following information will be obtained by the staff member who receives the report:

- Name of Child;
- Age of Child;
- Address/ Name of School;
- Physical Description of Child (height, colour of hair, clothing etc.);
- Where the Child was last seen;
- The time the child was last seen.
- The event controller must be notified immediately.
- Once a sufficient check is made, if the child is not found, An Garda Síochána should be contacted immediately along with the Event Controller.
- A written statement of events must be recorded by the staff member who initially received the report of the missing child.