



# The National Honey Show Ltd. Missing Child Policy

The National Honey Show Ltd. (The Show) is staffed by Stewards, Committee members, Traders and other responsible adults all of whom are Volunteers.

**A missing child is when a volunteer either:-**

- **is approached by a child who has lost their group/parent/guardian**
- **comes across a child who appears distressed**
- **is handed a child by a member of the public**

1. The Lost Children collection point is in the Organiser's office next to Door 4 of the Main Hall, Sandown Park Racecourse, Esher, Surrey KT10 9RT

2. If necessary, a specific PA announcement may be made.

3. When making announcements **NEVER**

- Identify that you have a lost child, just reinforce the lost child point, directions and who and how to contact them
- Refer to the child specifically or include names, personal details or descriptions

4. Always circulate descriptions to all staff. N.B. This must be done on a secure radio channel to ensure that members of the public cannot hear these announcements.

Always update all persons involved in an incident with progress, especially when the child is found and safely returned to their guardians.

5. Lost children should not be left in the sole care of a single worker (this must be a minimum of two persons).

6. Use your discretion, if the child has been out in the cold, wet, heat or sun for some time they may need to be checked over by the emergency services. Use your contact list or seek advice.

7. Keep the child out of view from the public to prevent any unauthorised persons being able to get a description of the child.

7.1. Check the credentials (ID – Driving license/bank card etc) of the collecting persons and include this on the form.

7.2 The collecting parents or guardians signature proof of identity should be obtained. (A form will be available at the collection point for this).

7.3 All parts of the form should be completed including the time that the child arrives and leaves the collection point.

8. If a child is reluctant to leave with a collecting parent ALWAYS seek a second opinion from the police.

9. Once children have been safely collected inform all parties who have been involved.

10. Volunteers must log the incident and all updates, including times.

11. A digital photograph of the adult collecting the child will be taken.

In the event that a child is reported missing the following action must be taken. Volunteers should follow a series of escalating procedures as detailed below.

Level	Action	Time Frame
1	Information Gathering	0-2 minutes
2	Preliminary Observation	2-5 minutes
3	Hasty Search	5-10 minutes
4	Initial Search	10-15 minutes
5	Co-ordinated search – under external agency	Report to Police after 15 minutes. Search for them continues under Police direction

Level 1

- Take description of missing child, using the appropriate form, from responsible adult/carer/parent
- Identify last location, time last seen.
- Where possible, ensure the first informant remains with you. If they would prefer to look for the child/vulnerable adult try and take a mobile phone number to contact them. Ask them to give you regular updates and remind them that they **must** let you know if they find the child/vulnerable adult.

Level 2

- Advise Show gate staff, Sandown Park Staff and Site Coordinator immediately
- Gate staff should be proactive in approaching adults leaving with children
- Reassure parents
- Keep a log recording information and decisions made

Level 3

- If necessary a specific PA announcement may be made noting that when making announcements **NEVER**
  - Identify that a child is missing, just reinforce the lost child point (Organiser's Office)
  - Refer to the child specifically or include names, personal details or descriptions

Level 4

- Inform CCTV
- Inform other staff onsite

Level 5

- Inform police noting what action has been taken
- If, when located, a child is reluctant to leave with the parent always seek a second opinion from the police
- Once located, a digital photograph of the child and adult will be taken
- Once the child has been located inform all parties who have been involved
- Volunteers must log the incident and all updates, including times.

Approved by The National Honey Show Ltd. Board:

Date: 14<sup>th</sup> Jun 2021

Signed (Chairman): Bob Maurer

**APPENDIX: Missing Child Form**

<b>MISSING CHILD FORM</b>	
<b>In the event of a child/vulnerable adult being found alone the following form must be completed DO NOT UNDER ANY CIRCUMSTANCES GIVE INFORMATION OUT OVER THE PA SYSTEM</b>	
<b>Date:</b>	<b>Time of Report:</b>
<b>Completed by:</b>	<b>Signature:</b>

<b>DETAILS OF MISSING CHILD</b>		
<b>First Name:</b>	<b>Last Name:</b>	
<b>Date of Birth &amp; Age</b>	<b>Gender</b>	
<b>Description: Hair colour/length, clothes, footwear, distinctive features</b>		
<b>Location last seen:</b>		
<b>Time Last seen:</b>		
<b>Additional information: e.g. medical conditions, local knowledge of venue, mobile phone</b>		

<b>CONTACT DETAILS OF PERSON REPORTING THE CHILD MISSING</b>		
<b>First Name:</b>	<b>Last Name:</b>	
<b>Phone No.:</b>	<b>E-mail:</b>	
<b>Address:</b>		
<b>Relationship with missing person: proof of identity &amp; relationship to be checked</b>		

RECORD OF ACTION TAKEN Yes/No + Details + Time	
Description circulated:	
Site coordinator notified:	
Inform all staff:	
General PA announcement:	
Inform CCTV:	
Inform Police:	
Case handed over to Police:	

CHILD FOUND DETAILS				
Time				
Location				
Responsible adult to whom returned	Name:	Signature:		
	Proof of Identity:	Photo taken	YES	NO
	Relationship:			
Details of staff member	Name:	Signature:		