



NEW WALTHAM

PARISH COUNCIL

Events - Lost Children/Missing Persons Policy

1. Purpose

The purpose of this policy is to establish guidelines and procedures for handling situations involving lost children and missing persons within NWPC premises or vicinity. This policy aims to ensure the safety and well-being of all individuals, provide prompt and effective responses to such incidents, and minimize risks associated with these situations.

2. Scope

This policy applies to all employees, volunteers, visitors, and contractors within NWPC premises or participating in Council activities.

3. Definitions

Lost Child: A child under the age of 18 who is separated from their parent(s) or guardian(s) within NWPC premises or vicinity.

Missing Person: Any individual whose whereabouts are unknown, and there are concerns for their safety and well-being.

4. Procedures

a. Prevention

Encourage parents or guardians to supervise their children at all times.

b. Response to a Lost Child

If an employee/council member or volunteer encounters a lost child, they should stay with the child and attempt to reassure them.

Notify the designated point of contact for lost children immediately (Councillors within the Pavilion Hall).

The designated point of contact will:

Verify the child's identity and attempt to contact the parent(s) or guardian(s) using the information provided during registration or through other means.

If unable to reach the parent(s) or guardian(s), contact local law enforcement for assistance.

Maintain continuous communication with the lost child until reunited with their parent(s) or guardian(s).

c. Response to a Missing Person

If an employee or volunteer suspects that an individual is missing:

Immediately notify the designated point of contact for missing persons (Councillors within Pavilion Hall).

Provide a detailed description of the missing person, including their physical appearance, last known location, and any other relevant information.

The designated point of contact will:

Initiate an immediate search of the premises or vicinity.

Contact local law enforcement to report the missing person and provide all available information.

Coordinate with relevant authorities and stakeholders to facilitate search efforts.

Keep affected parties informed of the situation and any developments throughout the search process.

d. Documentation and Reporting

Maintain detailed records of all incidents involving lost children or missing persons, including the actions taken and outcomes.

Report any incidents to appropriate authorities and regulatory agencies as required.

e. Training and Awareness

Conduct regular training sessions for employees and volunteers on procedures for handling lost children and missing persons.

Raise awareness among staff, volunteers, and participants about the importance of vigilance and prompt reporting in such situations.

5. Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or termination of volunteer status, depending on the severity of the violation.

6. Review and Revision

This policy will be reviewed periodically (before each event) and revised as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

7. Adoption

This policy is effective upon adoption and dissemination to all relevant personnel/Councillors/Volunteers within NWPC.

8. Contact Information

For any inquiries or concerns regarding this policy, contact Anneka Ottewell-Barrett, Clerk & RFO, New Waltham Parish Council (01472) 822821.

This policy serves as a framework for responding to incidents involving lost children and missing persons. Adherence to these procedures is crucial for safeguarding the well-being of all individuals within NWPC premises or vicinity.