



The National Honey Show Ltd. Missing Child/Vulnerable Adult 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/vulnerable adult is when a volunteer either:-
is approached by a child/vulnerable adult who has lost their group/parent/guardian
comes across a child/vulnerable adult who appears distressed
is handed a child/vulnerable adult 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.
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). Staff are available who have a DBS check to remain with the child.
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.
A missing child/vulnerable adult is where a family member, friend or guardian approaches a volunteer and reports a child/vulnerable adult missing.

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 them continues under Police direction

Level 1

Take description, of missing child using the appropriate form from responsible adult/parent/carer.
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 gate 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

- a. Identify that a child is missing, just reinforce the lost child point (Organiser's Office)
- b. Refer to the child specifically or include names, personal details or descriptions

Level 4

Inform CCTV
Inform other staff on site

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.

APPENDIX: Missing Child/Vulnerable Adult Form

Approved by The National Honey Show Ltd. Board:

Date:

Signed (Chairman):

ReviewCycle 5 years