

LOST CHILD PRODEDURE (LOST CHILD FOUND)

- 1) Define a point where a Lost Child can be kept e.g Market Information stall
- 2) Inform all Stallholders that they must notify the Manager or Lost Child Point immediately together with as much information as possible about the child.
- 3) Ask the Child the following questions (Note The child may not be able to answer due to his/her age and that they are likely to be distressed. Do NOT pressurize the child but just get as much information as you can
- 4) Information Point to inform Marshal/Stallholders at exits to look out for Child
- 5) If parents not found after 15 minutes or after through search inform Police

Name of Stallholder and location where the child was found	
Time Report Made	
Childs Name	
Age and Gender	
Home Address	
Who were they with (parent, aunt, parent's friend)	
Parent's mobile phone number or the number of the whoever they were with. (Some children may have their parents phone number on their phone but may not have called them)	
Description of child (Colour of hair, eyes, clothing etc)	
Where did they last see their parents ? (or whoever they attended the event with)	

LOST CHILD INFORMATION (PARENT REPORTS CHILD MISSING)

- 1) Stallholders to inform parents as to Information Point
- 2) Define a point where the Child was lost e.g Market Information stall
- 3) Information Point to inform Stallholder/ marshal at exits to look out for Child
- 4) If Child not found after 15 minutes or thorough search inform Police

Location where the child was last seen (e.g. Stall)	
Time of loss	
Child's Name	
Age and Gender	
Description of child (Colour of hair, eyes, clothing etc) Home Address	
Who were they with (friend ?)	
Has parent informed any other agency ?	
Does the child have a mobile phone and if so what is the number	