

Lost Children Policy for Corby Town Council events

All reports of lost children are to be directed and co-ordinated from the Town Council events tent which will be visible and will be able to be directed by staff and volunteers.

It is felt that when dealing with a parent or guardian that contact should be kept to a minimal number of responsible groups/people to keep the parent in a state whereby they can supply information which may further speed the locating of the child. Ensure that parents/ guardian is being kept safe and informed of all developments.

ADVISORY POINTS FOR DEALING WITH CHILDREN

When dealing with children who may be lost or otherwise, it is always important to remember not to leave yourself open to any allegations or misunderstandings. The advisory points below are designed to help you protect yourself from any serious allegations that may potentially occur when dealing with children whilst fulfilling your duties.

1. Avoid being alone with a child, if possible, ask another adult to accompany you.
2. If the above is not possible, then always remain within public view. When entering a building with a child, keep doors open and/ or ensure someone is close by.
3. Avoid physical contact with the child if possible. Only hold hands as a last resort if a child needs reassurance or is reluctant to walk in the right the direction. Never carry a child unless the child is physically incapable of walking, and then try to ensure another adult is present.
4. **On encountering a lost child or when about to deal with a child always report it to Town Council staff.**
5. When dealing with a child, be careful to avoid doing or saying anything that could be misunderstood, misinterpreted, or create a false impression.
6. If a person makes an allegation or you feel unhappy with anything that occurred relating to an encounter with a child, make a logged record of it with the Town Council staff, remembering to agree facts with any independent person who was involved or present.
7. It is vital that all complaints and allegations are logged, even those that may initially seem minor or trivial.

LOST CHILDREN/ MISSING PERSON PROCEDURE

