



**SAFEGUARDING AND WELFARE OF CHILDREN AND YOUNG PEOPLE  
AND VULNERABLE ADULTS**

**LOST/FOUND CHILDREN OR VULNERABLE  
ADULTS POLICY  
(INCLUDING SICKNESS OR ACCIDENTS)**

## **Mission Statement:**

The following policy is agreed by Llangollen International Musical Eisteddfod.

The Standing Board is committed to the protection and safeguarding of all, especially the young and vulnerable.

We are committed to adhering to the 2008 All Wales Child Protection Procedures insofar as it relates to the Eisteddfod, its paid employees and volunteers.

This policy will be reviewed annually.

### **We recognise that:**

the welfare of the child/young person and vulnerable adults is paramount

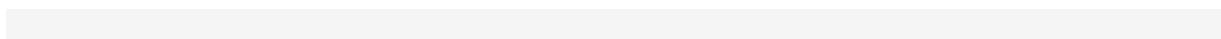
all children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse

working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's and vulnerable adults welfare.

### **The purpose of the policy is:**

to provide protection for the children, young people and vulnerable adults who receive Llangollen International Musical Eisteddfod's services, including the children of volunteers, staff and visitors

to provide staff and volunteers with guidance on procedures they should adopt in the event that a child is either lost or found, sick or has an accident, or is a vulnerable adult.



**This policy is to specifically cover lost children or vulnerable adults and should be read in conjunction with our Child Protection Policy. This policy applies to all staff, students or anyone working on behalf of Llangollen International Musical Eisteddfod.**

In accordance with the 2003 Licensing Act and the protection of children from harm the following policy and procedures details how children and vulnerable adults will be protected during their visit to the Llangollen International Musical Eisteddfod and to the safe management of lost children, and vulnerable adults.

The designated person in charge of our Child Protection Policy and procedures is **Mrs. Allison Davies** (Grounds Committee).

In the event of the designated person in charge being unavailable, and issues and/or concerns should be reported to the Company Secretary, **Miss Siân Eagar** or the Company Chairman, **Mr Rhys Davies** via Grounds Control. All staff and volunteers who are working with supervised or unsupervised young children or vulnerable adults have been CRB checked.

### **Lost Children's Policy**

The agreed **Collection Point** for Lost Children is in the **main foyer of the Pavilion** in the area called 'The Bubble' which is available during the Llangollen International Musical Eisteddfod. Any children who are lost should be taken here. The Bubble is a secure place which is always staffed by multiple adults.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

#### **Children or vulnerable adults found without their parents**

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could ..... (Name of person) please come to the collection point located in the main foyer of the Pavilion in The Bubble."
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via the stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the main foyer of the Pavilion in 'The Bubble.'"
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "roaming incident" the following is suggested to be used in this incident: (Bubble to security we have a "roaming incident" in the Bubble details as follows...)

- Radio code for a parent/guardian reporting a child or person missing is “fishing incident”.
- If a parent /carer /personal assistant is not located within 30 minutes, Security Control will inform the police.

### **Parent/ Guardian /Personal Assistants reporting lost children**

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found. Obtain their mobile phone number so they can be contacted if necessary.
- Using the code word “fishing incident” radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.

### **Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults**

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately.

### **Lost persons log**

- All lost persons / children’s incidents must be logged and filed.

## **SICKNESS or ACCIDENTS**

- If a child or vulnerable adult is taken ill and is mobile they should be taken by two people to the First Aid tent located opposite ENTRANCE H on the canal side of the site.
- If the casualty is not mobile a First Aider should be called to the patient. This can be done over the radio. Radios are carried by Roving Stewards and some Grounds staff.

### **Sickness and Accident Log**

- All sick persons / children’s/vulnerable adults incidents must be logged and filed.