

# Lost Child Policy



Event Name : \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Explain the procedure when a lost child is found

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Who is responsible for the child whilst the parent/guardian is being located

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Do they have a Criminal Record Bureau certificate? Please attach.

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Detail dos and don'ts of the person assigned to supervise the lost child.

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Where will the child be held?

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Consider if the child is injured?

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What method will you use to locate the parent/guardian?

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If announcements are to be made, what EXACTLY will be said?

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How do you identify the correct parent/guardian?

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If the parent/guardian is not located, how long before the police is notified?

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In the event the police must be notified, explain the procedure.

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How will you record the incident?

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Explain the procedure when a parent/guardian reports their child is missing?

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If the child is found, how do you identify the correct parent/guardian?

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If the child is not located, how long before the police is notified?

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In the event the police must be notified, explain the procedure.

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How will you record the incident?

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Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_