

KingFest25 — Lost Children Procedure

Purpose

To ensure that any child who becomes separated from their parent or guardian during KingFest25 is located and reunited as quickly and safely as possible, while maintaining the highest safeguarding standards.

1. Responsibilities

- Event Manager (Christopher Dawes) has overall responsibility for safeguarding and must be informed of any lost or found child immediately.
- Safeguarding Lead (Marty Dawes) will coordinate the search and record all incidents.
- All stewards and volunteers are responsible for following this procedure calmly and professionally.

2. Lost Child Reported

When a parent or guardian reports a missing child:

1. Stay calm and reassure them. Obtain the child's name, age, description, and last known location.
2. Alert the Event Manager or Safeguarding Lead immediately.
3. Communicate discreetly to all stewards via the day's administration WhatsApp group privately: "Missing child alert – [first name, description, area last seen]." Avoid using full names or making public announcements.
4. Assign a volunteer to remain with the parent/guardian in a visible, safe location near the information point or First Aid area.

3. Found Child (Unaccompanied)

When a volunteer or member of the public finds a lost child:

1. Stay with the child in a safe, visible area.
2. Do not move them far from where they were found unless the location is unsafe.
3. Contact the Event Manager or Safeguarding Lead immediately.
4. Two volunteers must remain with the child at all times.
5. Do not ask personal questions beyond first name and any immediate welfare needs.
6. Do not make announcements naming the child.
7. Take the child to the designated "Lost Child Point" (Village Hall foyer or near the First Aid station) once directed.

4. Reuniting Child and Parent

1. Only the Safeguarding Lead or Event Manager may reunite a child with their parent/guardian.
2. Verify identity by asking the parent to provide the child's name, age, description, and any other confirming detail.
3. Record the reunion in the Lost Child Log:
 - Time reported missing / found
 - Name and contact of reporting adult
 - Description of child
 - Time and location of reunion
 - Names of volunteers involved

5. If the Parent/Guardian Cannot Be Found

If no parent or guardian is located within 30 minutes:

- Contact Devon & Cornwall Police (non-emergency 101) for advice.
- Follow police instructions and continue supervision by more than one volunteer until officers arrive.

6. Safeguarding and Confidentiality

- No photos of lost children should be taken under any circumstances.
- Volunteers must not disclose details of the child or incident on social media.
- All incident records will be stored securely and shared only with authorities if required.

7. Designated Locations

- Lost Child Point: Kingswear Village Hall foyer
- First Aid Station: Manned by M. Dawes
- Emergency Contact Number: 07899 842 759

8. Training

All volunteers will be briefed on this procedure during the morning safety meeting and provided with a quick-reference card including:

- Lost child contact chain
- Key locations
- Appropriate volunteers list