

LOST CHILD BEST PRACTICE PRODEDURE

04.01



This best practice guidance should be used by the event Child Protection Officer should a child become lost and viewed in conjunction with form 03.11 Lost Child ID Report. Copies of any forms used should be returned with the event paperwork to NORA Motorsport.

FOUND CHILDREN

1. If you find a lost child under the age of 15, they must be taken **IN THE FIRST INSTANCE** to Event Control. Event Control will call the parent if the child knows the parents' mobile number.
2. Event Control will record the child's details on the 'Lost Child ID Report Form' along with the details of the person handing the child in.
3. Event Control will notify the Race Director of all lost children placed in their care immediately. Event Control will retain the ONE MASTER list and will update the Race Director regularly.
4. When the PARENT/GUARDIAN makes themselves known, they must be taken **DIRECT** to Event Control.
5. Event Control must make all reasonable checks into the validity of the parent/guardians' identity. A record of their Driving Licence or other form of ID should be taken and, where possible, a PHOTOGRAPH (head/shoulders shot) should be taken of the parent/guardian with the child.

We reserve the right NOT to release the child until enough proof of ID has been submitted.

6. A tannoy message will NOT BE BROADCAST UNDER ANY CIRCUMSTANCES to locate any lost/found child unless in an emergency and authorised by a senior member of the ELT team. If permission is given, then no personal details of the child are to be broadcast, merely "All parents seeking lost children should go to the Event Control point".

7. Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing

LOST CHILDREN

1. If a child is reported missing to you, take a brief description, and report it directly to the Race Director, **BUT ONLY BY TELEPHONE FOR PRIVACY – DO NOT USE A RADIO.**
2. Take the parent/guardian directly to Event Control where they must wait.
3. If the child is not found and it is felt to be at particular risk (i.e.: very young) then an ALLSTATIONS alert will be issued, and all event staff should ensure that a child matching the description given is not taken past their post.
4. If you find a lost child and the parents make themselves known to you **BEFORE** you get the child to the Site Office, then you must **STILL TAKE BOTH** the parent and child to the Site Office in order to have their ID formally verified.

LOST/FOUND PERSONS OVER THE AGE OF 15

Persons who are lost and over the age of 15 should be told to go and wait (and/or leave a message) at Event Control. If they are in a state of distress, or have learning disabilities, then they should be treated the same as any under 15 year old.

USEFUL TELEPHONE NUMBERS

EVENT SECRETARY	CLECK OF THE COURSE	CHILD PROTECTION OFFICER

