

## **LOST AND FOUND CHILDREN POLICY**

The Ironbridge Regatta will run on the 28 and 29th June 2025. Junior competitors from different clubs will compete in age categories from J12 to J18; all attending clubs will be listed in the draw. Ironbridge Rowing Club will insist that all clubs submitting junior competitors provide contact details for two adults who will supervise and support their juniors. These details will be requested before the regatta weekend and competitors will **not** be allowed to register and compete unless we have a completed form. This information will be held at Regatta Registration and by the Club Welfare Officer who holds up-to-date DBS clearance.

The goal of the Lost and Found Children Policy is to reunite each lost or found child with their parents or guardians. Throughout this policy the term “parent” also includes “guardian”.

All enquiries relating to lost and found children will be coordinated by the Club Welfare Officer who will be located in the Regatta Registration tent during racing hours. Club members who are volunteering will be made aware of the Lost Child Procedure.

### **Found Children:**

If onsite club volunteers find a child that is under 16 unaccompanied onsite and showing signs of distress, 2 volunteers, will escort the child to the Regatta Registration tent. The Club Welfare Officer will then alert members of the public by using the public announcement system (PA). We will only alert people to the fact that a child has been found and they are at Regatta Registration tent waiting for their parent.

### **Lost Children**

If club volunteers are approached by a parent who has lost a child, they will escort the parent immediately to the Regatta Registration tent and will alert Club Welfare Officer. The Club Welfare Officer will collect and record the information regarding the description of the child and will then contact Control who will co-ordinate and communicate information to other volunteers.

If the child is still **not** reunited with their parents within a relatively short time, then consideration will be given to notifying West Mercia Police. (This will depend on the circumstances of the incident, age of child etc. *If there are suspicious circumstances or any doubt, the police should be called*). This decision will be taken by the Club Welfare Officer.

If deemed necessary, announcements over the Regatta PA will be made. These announcements will be treated as a priority and will be broadcast at the earliest opportunity. Announcements will not refer to the child specifically or give personal details, descriptions or names. Please note that no use is to be made of any code words at the event other those that describe the fact that a child has been lost. This is to ensure that all terms used onsite are standardised.

The Club Welfare Officer will look after the parents / guardians and siblings of lost children; and all details will be recorded in writing.

### **Welfare**

Once the Club Welfare Officer establishes that the parents or guardians are bona fide, are fit to be in charge of a child (for example are not under the influence of alcohol) and that they have a child matching the description, they will be reunited with their child. Before a child is allowed to leave, their parent / guardian will have to sign a form and provide some form of identification. If a child is reluctant to go with

a parent or guardian, then a second opinion will be sought from West Mercia Police. Once a child has been reunited with their parent or guardian, all agencies that have been involved will be informed. The Lost Children policy will also extend to looking after the parents/guardians and siblings of lost children.

### **Lost & Found Children Procedure Flow Chart**

