

Organisations that provide support for groups that need to be checked by Disclosure Scotland

Volunteer Centre Angus
32-34 Guthrie Port
Arbroath
Phone: 01241 875525

Angus Sports Council
The Yard
Queenswell Road
Forfar
Phone: 01307 475363

Support to Out of School Care Clubs
Angus Council Community Learning and Development (CLD) staff
Angus House
Orchard Loan
Orchardbank Business Park
Forfar DD8 1AE
Phone: 01307 476365
E-mail: ednclcd@angus.gov.uk

National governing bodies and Sportscotland
Sportscotland Phone: 0131 317 7200
Or visit www.sportscotland.org.uk



You can get this leaflet in large print, in Braille or on cassette by contacting us on 01307 474151.

We can provide this information in other languages if you need it.

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Essential information and advice for event organisers

Protecting lost children during community events



www.anguschildprotectioncommittee.org.uk

At any public event that children go to, they may be separated from their parents or the adult looking after them.

Introduction

We are responsible for giving advice on keeping children safe in Angus.

Organisers of community events should consider:

- how children will be protected during the event; and
- how you will keep lost children safe.

The following guidance is designed to help you manage these situations safely. However, it does not mean we are responsible in any way.

At any event that children go to, they could get separated from their parents or the adult looking after them.

Unfortunately, some adults could try to harm children who are separated from their parents.

Guidance for keeping children safe

You should make sure all staff, volunteers and organisers know where to take children who have lost their parent or the person looking after them.

You may want to add this to your programme or put up notices for members of the public.

The lost child should have at least two adults looking after them at all times and at least one of the adults responsible for looking after lost children should have been checked by

Disclosure Scotland to make sure they are not on the Disqualified from Working with Children list that was set up under the Protection of Children (Scotland) Act 2003.

If your event is organised under an umbrella organisation, that is a national organisation or governing body of which your group is a member, they may be able to help with this check.

A number of organisations in Angus provide support for organisations and groups that need to be checked by Disclosure Scotland. Their contact details are on the back of this leaflet.

Reuniting the lost child with the responsible adult

Find out the child's name and age if possible.

Make a public announcement stating only that a lost child has been found and where they can be collected.

Do not give the child's name or a description of them.

When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.

You must ask for identification if you are not sure that the person is who they say they are, or if the child's behaviour or attitude gives you any reason to doubt this.

If you are not sure, you should contact the police for advice.

If the child is obviously upset, you should contact the police immediately.

What to do if you can't find the adult who is responsible for the child

If the responsible adult fails to appear within 15 minutes of the first announcement (or a similar set time based on the size of the venue), you should contact the police immediately.

What to do if you cannot find a lost child

If a parent tells you their child is lost, you should tell the police if the child is not found within a set time based on the size of the venue and the age of the child.

If the child is not found quickly, or you have any concerns, for example, the child is very young, the parent or carer has been drinking alcohol and is not fit to look after the child, you should tell the police and make a note of:

- the child's name and a description of what they look like;
- the name of the responsible adult and a description of what they look like; and
- a brief description of any concerns you have.

Both adults should sign the note and you should pass it to the police if necessary.

When a child is successfully reunited with the responsible adult, don't forget to tell all the people originally involved in the search, including the police if appropriate.

Further information

We have also produced guidance for staff and volunteers who work with children and young people in community groups such as Brownies, Guides, playgroups and sports clubs. You can get a copy from the Development Manager, Angus Child Protection Committee.

Useful contact numbers

Angus Council Social Work and Health

Phone: 08452 777 778

Lines are open from 8.45am to 5pm, Monday to Friday.

Out-of-hours service

Evenings - after 5pm, weekends and public holidays in Angus.

Phone: 01382 432270

Tayside Police

Eastern Division Headquarters

Forfar Police Office

West High Street

Forfar

Phone: 0300 111 2222

ChildProtectionLine

Phone: 0800 022 3222 (calls are free)

Development Manager

Angus Child Protection Committee

St Margaret's House

Orchard Loan

Orchardbank Business Park

Forfar

DD8 1WS

Phone: 01307 474869

E-mail: acpc@angus.gov.uk