



CHILD PROTECTION

NSD CHILD PROTECTION LOST PERSONS PROCEDURES AND GUIDELINES STATEMENT

In accordance with accepted child protection policies National Services Day have appointed ----- trained in child protection procedures. Both parties shall be responsible for child abuse reported incidents and lost children procedures. They shall be referred to as C.P.O.s in this document.

All incidents of child abuse on site during the N.S.D event which has been reported to or come to the notice of members of N.S.D are to be reported immediately to the C.P.O.s.

The C.P.O. will record as much detail as possible and immediately report the incident to An Garda Siochana.

All persons under 16 must be accompanied by an adult attending the event that will take full responsibility for them.

The Purpose of the following procedures and guidelines is to suggest how minors will be dealt with once within the venue should they become separated from parent/guardian. The aim is to ensure the safe and timely return of minors to their responsible Parent/Guardian.

All information should be included in public info notice and issued on line via all relevant websites for the public and printed in staff event documents etc.

CHILD IDENTIFICATION

Parents/guardians will be encouraged to give their children name tags or identification bracelets to the children. A contact no. Together with the Child and parents' names on the tags/bracelets will help to expedite reuniting minor with parent/guardian, lost children will be taken to the C.P.O.F where they will be supervised until such time as their parent/guardian has been located and arrives to collect them. All parents/guardians will be encouraged to take part in this programme.

PROCEDURES

C.P.O.F. will be main point for co-ordinating and for assisting with all procedures to ensure parents/ guardians are directed to correct location to be reunited with their minor a.s.a.p.

Lost Children & Info Points

These will be one specific place at the venue place where lost minors are registered and collected from. This facility, C.P.O.F., will be highly visible and signposted and notified to the general public at various times during the day

Lost Children & Info Points suggested location:

There should be one meeting point for lost children which should be situated next to the First Aid facility.

The lost children's Point (C.P.O.F.) will have different Letters with clearly visible signposting and direction signage.

Parents are to be advised to locate and identify this point with their children so that children know where to go if they become separated from parents and guardians. If children become lost or unsure of their location they can go to C.P.O.F. and get assistance from relevant C.P.O who will assist them to locate their parent /Guardian. C.P.O.F. should act as the main HQ for relay and logging of all info on this a subject C.P.O.F. should accommodate approx. 10 people and include tables, chairs, a system for logging relevant info and water, comic etc. to occupy the children while parents are being located and directed to the point to collect.

C.P.O.F location should be printed in pre event publicity, programs and onsite maps around the venue and will be issued via all other advance advertising methods.

Lost Minor Found

Parents/guardians reporting or inquiring about lost children should go to the C.P.O.F or contact the nearest member of An Garda Siochana or member of N.S.D.

The C.P.O team will log all important information about the child. This information will be disseminated to all relevant parties until the parent /Guardian has been successfully reunited with the child.

If a Garda, or an event staff employee finds a lost child, every effort will be made to quickly return the child to the parents/guardians. The A.G.S/ N.S.D member will immediately bring the child to the C.P.O.F. where details will be logged until the parties are reunited. In addition to standard info, other relevant info should be gathered such as parent's name, pets name etc. This info or ID can be requested at later date to ensure safety of the child at that real parent /Guardians are given custody. If staffs are uncertain A.G.S will need to make a decision on releasing the child.

NSD Volunteers must be advised not to let a minor go to a meeting point with another member of the public even if they seem trustworthy - always take them yourself and there should be 2 N.S.D volunteers to escort them at all times. If volunteers are required to escort a Lost Person to the toilet there should ALWAYS be 2 to accompany them. NSD volunteers should not follow them into the cubicle.

PARENT/GUARDIAN REPORTS MISSING MINOR

1. When a N.S.D member is approached by a visitor who has lost a minor they need to ensure the following information is relayed to C.P.O.F.

- Description –Sex age hair colour ethnic group, clothing description name also does minor understand their name.
- Location minor was last seen.
- Approximate time minor went missing.

2. Direct parent /guardian to nearest C.P.O.F and if minor is not there/ still missing after X number of minutes the staff at this meeting point will communicate with event control to escalate the search.

3 The C.P.O.F. Will keep An Garda Siochana updated at all relevant times.

4. All staff should continuously survey the area they are in to determine if parent looking for minor or minor needs assistance.

5. When minor is found the C.P.O.F will update the file citing that the child was found. So that files can be updated that another minor successfully reunited

6. It is essential that staff at C.P.O F ensure correct person collects the minor (additional info above).

7. When parent/guardian arrives to be reunited with minor essential that staff at the meeting point record details, ask for ID /verification that custody of child is being given to correct person all details must be logged and adult will sign log.

_VERY INPORTANT: N.S.D Volunteers must be vigilant of minors reaction if they become distressed upon seeing parent/guardian etc. or any doubt to minor's safety, concerns should be passed to An Gardaí Siochana

- ***Minors are not to be given to parent/guardian unless staff are satisfied with identification of the caregiver and the reaction of the minor. Staff must get them to sign for minor and print name as well in the register. Communication***
- ***For health and safety exact details of minors will not be announced over the PA.***

C.P.O.F. Staff will have access to mobile phone and charger with sufficient credit to enable staff to call parents where possible

Staffing

C.P.O.F. will have a trained welfare member and a fully trained first aid person, the 2 NSD members are in the C.P.O.F to ensure safety of minors and also for protection of N.S.D Volunteers these can be male or female but must all be Garda vetted.

Additional response staff will be available where possible that can escort parent guardian to the correct meeting point should they require.

One C.P.O. will coordinate procedures and record info while other N.S.D member caring for welfare of said minors?

At pre event briefings-it is essential to ensure that the lost child procedure is reviewed fully by all N.S.D Volunteers, and that all N.S.D Volunteers know the key contact and location where to take them.

- All N.S.D members will be briefed on child protection guidelines and reporting of Incident.

Children under 5 please note

We have no measures on site to facilitate babies and small children.

All attendees must note that high noise levels can damage a child's hearing. Should a parent still choose to bring a young child they must be aware of problems that large crowds may cause them in the care of their children.

C.P.O / Child Protection Officer.

C.P.O.F / Child Protection Officer Facility.

N.S.D / National Services Day.

A.G.S / An Garda Siochana

Board National Services Day

END OF POLICY

National Services Day