

Emergency Plan - LOST CHILD HANDOVER

The aim of the Child Handover Plan is to provide a safe method of reuniting a lone child, who is separated from its parent or carer, to its parent/carer or responsible adult. Whilst the risk of a child being handed over to an unsuitable adult is low, it is a risk that unfortunately cannot be ignored.

Section 1 On finding a lone child

Action

1. Lost children should be brought to Enquiries/Download where they will be looked after by the team whilst their parent or carer is located.

A child requiring first aid should be treated the same way as any other competitor but with strenuous efforts made to find the parent or carer and bring them to the child.

A suitable adult should be identified to stay with the child until the parent or carer is found (ideally the child welfare officer or a DBS checked coach / official, known to the child if possible).

2. Event officials to be notified:

Day Organiser Planner Controller *Safety Officer/Coordinator if applicable*

3. Make strenuous efforts to find the parent / carer

- If there is one, put out a tannoy message to try to find the parent (note that the child's full name should NOT be broadcast - use parent's name on tannoy if child is old enough to communicate this; use child's first name and a brief description if not)
- Club members may know where to find them or know contact details
- Mobile number may be registered with SPORTident
- Entry on the Day dibber hire should have number recorded on hire form.

4. Things to record: Time when child was found; Child's name; Child's age; Child's address, Parent's name; Parent's phone number if child knows it; Club (if known); other relevant details e.g. where the child last saw parent or carer.

- organise a team to sweep search the assembly area (it may be possible for the parent to share a photo of the child)
- If child has not been found and police have not already provided help at the scene, call police (999 or 101 as agreed on first call) and request help.
- If competitor has been found, notify police on non-emergency number 101

Things to record: Time when report was received; Child's name; Child's age; Child's address; Parent's name; Parent's phone number; Club (if applicable); Other relevant details e.g. where the parent or carer last saw the child; time police called; Police reference number.

Emergency Plan - WHEN NOTIFIED OF A MISSING Competitor (Child or Adult)

This procedure should be followed if a participant is reported overdue before course closing time **OR** is missing when the courses close.

Action

1. Notify event officials: Day Organiser Planner Controller *Safety Officer/Coordinator if applicable*
2. Record the details of the missing person. If person reporting missing participant is a relative, it is worth asking whether they have a photo on a mobile phone which can be used to show searchers (depending on the phone type, it may be possible possibly to transfer this to searchers' mobile phones).

IF IT IS A CHILD, ENSURE ONE PARENT REMAINS AT DOWNLOAD TO BE THERE IF CHILD DOES APPEAR

Build up as much information as possible. Allocate someone to look after a concerned relative.

Things to record: Time when report was made; Name; Gender; Age, Course, Start Time; Club (if known); Address, Tel, Car Registration, Alone/Accompanied? Is their clothing adequate for being still in current weather? Were they carrying a whistle? Any medical condition? Any known injury? Orienteering Experience? Description – height/build/appearance/clothing:

3. Check if they actually started. Check start list marked up at the start point. Interrogate SI check box

4. Check whether they downloaded. Check results (download is funnelled from finish).

5. Check what the typical finish times are for the class. Actual times available from SI team. Estimates available from planner

Things to record: Did they start? Did they download? Typical finish times? How 'late' is the competitor currently?

6. Try to contact them. If using, put out a tannoy announcement for them to report to enquiries; person reporting them missing may know contact details; Club members may know contact details; Mobile number may be registered with SPORTident; Entry on the Day dibber hire should have number recorded on hire form.

7. Check all obvious locations. Ask someone who would recognise them to check club tent, assembly area, string course, car park, toilets, etc.

If a safety bearing was given, check the route back that a person following that instruction would have taken.

8. Ask if anyone has seen them. Did any club mate see them on their way round? Have control or road crossing marshals seen anyone matching the description? Quiz finishers to check if anyone has seen the missing competitor or anything unusual.

Things to record Able to contact them? Are they safe? Are they at any of the locations in (7)? Is their car still in the car park? Route back from safety bearing? If seen: Approximately when? Where? By Whom?

9. Decide if a search is to be mounted. Consider the following: Participant details (age, known medical conditions, etc); Age and/or experience of the competitor; Amount of daylight left; Unattended vehicle remaining in car park; Weather currently & forecasted; Known medical condition; Density of competitors still in the terrain; Nature of the terrain; Elapsed time; Time of year.

Things to record Initial decision to search or not; Time.

As an example, it might be reasonable to be sending out searchers to start a 'backward round the course' search if a young child is overdue by more than half an hour and the above steps have failed to locate them - particularly if weather is poor.

For an experienced adult on a long course in good weather this might reasonably extended to an hour overdue; possibly more if they have a history of erratic navigation leading to long course times.

Search procedure is covered in another document.

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