

LOST CHILDREN PROTOCOL

Collection Point for lost children and vulnerable adults will be at the Quad-side entrance ticket booth. A “Lost Children” sign will be posted there.

If caregiver reports missing child:

Adult should report missing child to the workers at the Collection Point.

Workers will contact a member of the Planning Team immediately via walkie talkie or cell phone. (list available here: <https://docs.google.com/a/bricolagenola.org/document/d/1eh9QQiv9kKqc07A7oFOZjv8dqjrl8jnWvll5a97X8VQ/edit?usp=sharing>)

If child knows caregiver’s cell number, Planning Team member will contact caregiver via cell phone. If not, team member will coordinate facility-wide announcement of lost child via loudspeaker. Announcement should include child’s age and what they are wearing - announcement should not mention the name of the lost child.

Loudspeaker announcement will be repeated every 5 minutes until child is reunited with caregiver. If child and caregiver are not reunited within 30 minutes, Planning Team member will inform campus police.

If child looks lost:

Approach child to ask if s/he knows where caregiver is.

If not, ask their name, who they are with, their caregiver’s name, where they last saw their caregiver, and a description of their caregiver. Child should then be led to the Collection Point at the Quad-side entrance check-in booth and put into the care of those booth workers.

Workers will contact a member of the planning team immediately via walkie talkie or cell phone. (list available here: <https://docs.google.com/a/bricolagenola.org/document/d/1eh9QQiv9kKqc07A7oFOZjv8dqjrl8jnWvll5a97X8VQ/edit?usp=sharing>)

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Re-uniting Caregivers with Children:

If a child is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.

Once a child has been re-united with their caregiver, all stewards, security, staff and police will be informed immediately.

Lost persons log:

All lost persons / children's incidents must be logged.