



## **The Association of 16mm Narrow Gauge Modellers**

### **Lost Child Policy**

The Association of 16mm Narrow Gauge Modellers are committed to a practice which protects children from harm.

The Association of 16mm Narrow Gauge Modellers accept and recognizes our responsibilities to develop awareness of issues which cause children and young people harm.

In the event that a child becomes lost during an event sponsored by The Association of 16mm Narrow Gauge Modellers, the following procedure will be followed:

- If you find a lost child, you should immediately take the child to the Information or Membership Desk and contact the Company Secretary, a Director or the Event Organiser [the "Responsible Person"].
- At no time should a child be left alone with a single adult.
- Ask the child for their name and if they know the names of their parents
- The Responsible Person will have the parents' name(s) paged over the PA system, if available or other appropriate means to report to the Information, Membership Desk or other central location (no reason given)
- If the child does not know their parents' names, an announcement that a child has been found may be made after 10 minutes, however the parent/carer will need to report to a location different from where the child is kept and a series of questions asked before child and parents can be reunited (what is the child's name? What are they wearing? Do you have a recent picture on your phone?)
- If a parent comes to you to report their child as lost, first check to see if any lost children have been reported
- Ask the parents for the name, age, and a description of what their child is wearing.
- With the parents' permission, you may page the NAME of the child to report to the relevant location
- The parent/carer picking up the child must fill out the Lost Child Release Form (Appendix A)
- Do not release a child to another adult without recording the adult's identification. If the child appears reluctant to go with the adult, do not release the child and contact the authorities.

Adopted on 30 May 2015

Last Reviewed on 30 May 2015