

Lost Child and Vulnerable Adult Procedure	
Reference: GN02j	Effective date:
Page no: 1 of 1	Approved:
Last revision: March 2023	Next revision due: March 2025



LOST CHILD & VULNERABLE ADULT PROCEDURE

Step 1

A member of staff is informed that a child or vulnerable adult is lost. Staff member takes a description of the lost child/person and announces over the radio. Not including name.

Step 2

Staff member stays with parent/guardian and coordinates staff with radio in farm courtyard.

Step 3

Areas for staff to cover:

- Staff members to go to each exit/entrance gate and wait until given the 'all clear' over the radio to reduce the risk of the lost child or vulnerable adult leaving the site
- Back Pedestrian gate area, Orchard, Woodland Wonderland/Den area
- Front gate area and playground behind Nacoa building
- Community gardens, poly tunnels and muck heap/compost area
- Courtyard, Café and the Old Dairy.

Step 4

When the child/vulnerable adult is found, parent/guardian is brought to them.

Step 5

Marshal lets all staff members know the child/vulnerable adult has been found and sweeps around all areas to ensure no one is still searching.