READING FOOTBALL CLUB

LOST/FOUND CHILD/VULNERABLE ADULT

Immediate notification of Lost/found child/vulnerable adult

HAVE YOU CONSIDERED?

If person advises steward they are lost etc, supervisor to remain with person

Circulate details on PR and consider PA message to find parent/carer

Make enquiries to find seat numbers

If re-united, take full details and record.

If parent /carer not found in reasonable time, consider series of PA messages. Take child/vulnerable adult to place of safety at Main Reception where Safeguarding Lead is situated

If lost and notified to steward, informant to remain in vicinity with steward.

Steward to obtain FULL details of lost person and circulate via Control.

Search immediate area with informant and then remain in vicinity of loss.

Control to initiate search of venue using other staff and CCTV.

Detailed description of lost person to be circulated via PR

Consider informing Police if present.

Immediate response to incident following the relevant Club policies