

## **FINGAL YOUTH ORCHESTRA**

### **PROCEDURE**

#### **WHERE A CHILD IS LOST OR MISSING.**

If a child participating in activities, rehearsals, workshops and/or trips with Fingal Youth Orchestra gets separated from the group, going to and from or during any of the above listed activities, Fingal Youth Orchestra will with due regard for the immediate safety and welfare for the child shall initiate and apply the following procedure:

- At the beginning of each trip each child will be issued with a phone number of one of the adult leaders which will be used as a means of contacting the leader in the case of a child being separated from the group.
- As soon as it is noticed that the child is missing the staff will ask all remaining children to stand in their assigned groups and a headcount will be carried out to ensure that no other children have been separated from the group. The remaining children will be supervised appropriately while a search will be carried out for the missing child.
- The person responsible for the activity will be notified.
- The security staff in the vicinity of the activity will also be notified.
- A detailed physical description of the child will be prepared for An Garda Síochána to include their eye and hair colour, approximate height and build and the clothing he/she was wearing at the time. The leaders of the group will also have an up to date headshot of each child including up to date contact details.
- Advice and guidance from Garda will be followed if further action is recommended.
- Contact will be made and maintained with parents/primary care givers of the child.
- Contact will be maintained with the Gardai and security staff to aid the early and safe recovery of the lost/missing child.
- All parents/primary care givers, adult leaders of the group, searchers and the Gardai will be informed immediately if the child is located.
- A record of the incident will be documented in the Incident Report Book and any findings that would prevent a recurrence of the incident will be brought to the attention of the leaders of the Fingal Youth Orchestra.