



Southwell Minster

THE CATHEDRAL CHURCH OF
THE BLESSED VIRGIN MARY

Procedure for dealing with a Lost Child / Vulnerable Adult

Southwell Minster invites everyone to discover God's love through our welcome, worship, learning and work.

If someone reports to you that a person is missing:

Inform the Team Leader, Head Verger, Event Supervisor, (whoever is in charge at the time) they will gather all the information required. Once a sufficient check is made, if the person is not found, the person in charge will inform the local Police. (do not make a public announcement) giving as full details as possible of the child or vulnerable adult:

- Name
- Age
- Physical description (height, colour of hair, gender, disability, clothing, etc.);
- Where they were last seen;
- The time they were last seen.
- (if applicable) Address / name of school / organisation they came with;

While looking for the lost child / vulnerable adult:

The person in charge should reassure the parent / responsible adult that action is being taken to locate the child / vulnerable adult, and explain that contact will be maintained with them through a specified staff member.

This staff member will maintain contact with the parent / responsible adult until the person is found by relaying messages by telephone, or in person. Should the police arrive the person in charge will relay all the information they are aware of at the time. The person in charge will co-operate with the police at all times.

Reuniting the lost child / vulnerable adult with the parent / responsible adult:

When a child or vulnerable adult is claimed verify with them that the parent / guardian / responsible adult is indeed who they say they are. Ask the parent/guardian for identification.

Southwell Minster, The Minster Centre, Church Street, Southwell, NG25 0HD

Registered Charity No. 1039131



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If a child or vulnerable adult who is lost comes to you, follow this procedure:

If you are on your own with the child or vulnerable adult, ensure that you are in a public area where you can be seen and heard. Most events will have a lost-child point which will be included in briefings and event plans.

If anyone else is with the child or vulnerable adult (e.g., another visitor), ask them to remain with you until the parent / responsible adult has been located.

Reassure the lost child / vulnerable adult and then contact the nearest member of staff who will inform the person in charge. **To ensure privacy and security, please use the telephone or report face to face.**

The person dealing with the situation will then be required to complete an incident report which can be found at the visitor's desk or by contacting the safeguarding team on the below e mail. They must then submit a report to the safeguarding team.
safeguarding@southwell.anglican.org

Signed:

Date:

September 2023

Dean Nicola

Version control details:

Safeguarding Policy 2022 v1

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