Young Archaeologists' Club

Lost Child Procedure

YAC leader or other person notices a child is missing.

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YAC leaders and volunteers ensure that the other children are supervised (if you are in a shared venue or are visiting a museum/site/other venue, ensure that any other organisation's staff/volunteers are informed).

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Organise any available adults to conduct a search of the surrounding area, allocating each adult to a specific area. Request all those searching to report back within a specific time (dependent on size of venue/site).

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If you are in a shared venue or attending a museum/other venue, ensure that other staff/volunteers are informed.

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Make a note of the circumstances relating to the child going missing, where they were last seen and prepare a detailed physical description of the child, including hair and eye colour, approx. height and build, and the clothing they were wearing. This will be needed for those looking for the child.
(Remember do not share personal details such as the child's name with others).

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If the child is FOUND	**If the child CAN'T be found after a search of the local area.**
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Call off the search	Contact the child's parent/carer to advise them of the situation and assure them that everything is being done to find their child.
⇩	⇩
Inform the parent/carer of the incident when they collect their child.	If, after 30 minutes, the search is still unsuccessful then telephone the police.
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Write an incident report and inform YAC HQ within 24 hours.	Follow police guidance and maintain close contact with everyone involved.
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	Report the incident to YAC HQ immediately.