



Child Protection Procedures

Designated Child Protection Officer:	Race Admin Desk, Race HQ
Designated person with next of kin details of all under 18 runners	Race Admin Desk, Race HQ

Procedures for the day:

1. Fun Run Race Briefing provided.
2. Details listed on HBO web site.

Procedure for a lost child brought to a member of the HBO 10k/Fun Run team.

1. Ask the child his/her name.
2. Take the child to the designated Child Protection officer; he/she will be situated in the race HQ.
3. Designated Child Protection officer to complete the found person form and inform the Event Organiser using the dedicated phone line.
4. Event organisers to inform Chief Marshal, safety officers and medical provision using mobile phone.
5. Designated Child Protection officer to contact Race Admin to check if the child is registered as a runner. If so, child's parents to be contacted via their contact details on the form.
6. If the child is not registered as a runner refer to the Announcement form (attached). Details to be passed onto the PA Announcer and the script followed and the attached form filled in with each announcement.

Procedure for if a child is reported missing.

1. Fill in the Missing person form.
2. Contact Race HQ using mobile contact list.
3. Race HQ to inform all Key personnel via mobile number. (Chief Marshall, Race Director)
4. Pass details onto the PA announcer who will follow the script given.
5. Police to be contacted after 15 minutes.

During the day, if anyone has any issues or concerns regarding the welfare of a child under that age of 18 then they must take those concerns directly to the designated child protection officer at Race HQ who will follow the HBO child protection policy.



Missing / Found Persons Form

Name of missing / found person	
Address and postcode (<i>if known</i>)	
Home Telephone Number (<i>if known</i>)	
Mobile Number (<i>if known</i>)	
Name of person reporting missing / found person	
Relationship	
Description of Person Gender Height Ethnicity Hair colour Distinguishing features Age Clothing	
Where were they last seen? Or Where were they found?	
What steps have been taken to trace the missing person?	
Name of reporting race team member	
Time	
Date	
Race Director informed & time	
Repatriated?	

When repatriating child with parent/guardian do some basic checks to ensure that they are being reunited with the right people.



Announcement Form for Missing/Found Persons

Instructions for the PA Announcer to be used in the following circumstances.

1. Missing Person – Provide a copy of the missing persons form to the announcer.
2. Found person – Provide a copy of the Found Persons Form to the announcer.
3. Please read the following information at 5 minute intervals or until the issue has been resolved.
4. If, after the 4th announcement the missing person has not been found then report it to the Race Director via mobile.

Found Person

“Would the family or friend of Mr/Mrs/Child’s Name _____

Please report to the Race HQ Admin Desk in the Village Hall.”

Missing Person

“We are looking for a (gender), with (hair colour) who is approximately (height). She/he is wearing (give description). If you see this (gender) please report it to any member of the run team who is wearing a high visibility jacket with a (give description of the race day symbol which is being worn by all stewards).”

Time PA Announcer Informed of missing/found person: _____

Announcement	Time
1 st	
2 nd	
3 rd	
4 th	
5 th	
6 th	
7 th	
8 th	
9 th	

Report to Race Director