



# The Knowle Society

[www.knowlesociety.org.uk](http://www.knowlesociety.org.uk)

*Established to maintain the character of the Village*

November 2012

## Knowle Society involvement in lighting of the Christmas Lights – lost child policy

The Society plays a major part in the organisation of this event. Others involved are Knowle Parish Church and Knowle Traders. The safety of all persons is of concern to all involved in the organisation of the event. This applies particularly to the children who are the main focus of the event.

The event typically takes place between 4 & 5 pm on a Monday evening in late November/early December. It is based around the green outside the Guild House and the entrance to the Churchyard and includes music from Arden Academy pupils led by a member of staff; communal signing and a visit from 'Father Christmas' arranged by Knowle & Dorridge Round Table.

A 'Lost Child' point will be set up and identified in the Guild House, attended by two designated persons who have been CRB checked. Once a child has been received there, as many relevant details as possible will be obtained without making physical contact with the child.

Stewards are provided by Knowle Society and Knowle & Dorridge Lions. They will, as far as practicable, work in pairs. Their duties as far as lost children are concerned are to:

- make immediate enquiries amongst nearby adults to identify the parents or carers, ensuring the child confirms their connection;
- if not successful, and without delay, to accompany them to the 'Lost Child' point in the Guild House.

Once sufficient details of the identity of the child are available, or if the child is too young or inconsolable to give a useful answer, a PA announcement will be made requesting the parent/carer to report to the Guild House. Enquiries will be made of all adults reporting as the parent or carer to identify the child, ensuring the child confirms their connection. If the child resists or there is any other reason to doubt the connection the assistance of police officers in attendance will be sought.

Adults reporting they have lost a child will be asked for a description of the child and a PA announcement made requesting all Stewards to look for the missing child and the public to report possible identification of the missing child to a Steward.

The name of the missing child will not be broadcast in either of the above scenarios.

Leighton Jones

Chairman

(Approved at the Trustee Directors meeting 14 Nov 2012)

The Knowle Society is a company limited by guarantee

Registered in England Number 05514023

Registered Address: Office 2, Greswolde House, 197b Station Road, Knowle, Solihull B93 0PU

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