



NCI FLEETWOOD TRAINING MANUAL
PART 18
CHILDREN AND VULNERABLE ADULTS

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NCI FLEETWOOD TRAINING MANUAL

PART 18

CHILDREN AND VULNERABLE ADULTS

NCI is not equipped to deal with lost children. To do so would detract from the primary function of preventing the loss of life and could also put Watchkeepers in a vulnerable position. However, as a registered Charity NCI Watchkeepers have a duty of care to all, particularly children and vulnerable adults.

NCI Fleetwood policy regarding the safeguarding of children and vulnerable adults is set out below. If appropriate where the term 'child' is used in this document, it will include vulnerable adult.

Any action taken is to be in accordance with the Child Safeguarding Policy which can be found in the National Manual (Part 2, Section 9). When dealing with lost children there are pre-formatted forms available in the "Lost and Found Children Reporting Forms" folder in the Ops Room.

Procedures for dealing with children or vulnerable adults who are lost or found will be as follows:

Lost Children and Vulnerable Adults.

- 1 On receiving a report of a lost child or vulnerable adult Watchkeepers are to:
- 2 Report the facts immediately to the **Police and HMCG using the (9)999** service.
- 3 ADVISE ACCESS TO PROMENADE IS AT DRONSFIELD ROAD **FY7 7BN**. All the emergency services hold keys to the access barrier lock. We also hold a key which is kept in the Tower.
- 4 Try to ensure that the first informant remains on site to meet either the police or the coastguard.
- 5 Obtain as much of the following information as possible and record it on the pre-formatted forms:
 - Day, date and time the report was received



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- Name, age, home address (and holiday address if appropriate) of the missing child or adult
- Home and holiday phone number of the missing child or adult
- Relationship of the reporting person to the lost child or adult
- Reporting person's name and phone number
- What time and where was the lost child or adult last seen
- What was the child or adult wearing
- Does the child or adult have any form of disability or any other medical condition Is there a history of absconding
- Was the child carrying a mobile phone and is the number known
- Watchkeepers must not abandon the lookout to search for lost persons but should carry out a detailed search of the area with binoculars and scopes
- Details of action taken must be recorded in the logbook in red ink.

Found Children and Vulnerable Adults.

Watchkeepers are to:

- 1 Avoid being left alone with a found child or vulnerable adult and try not to accept custody of a child from a finder.
- 2 Refer the matter immediately to the **Police and HMCG using the (9)999** service.
- 3 ADVISE ACCESS TO PROMENADE IS AT DRONSFIELD ROAD FY7 7BN. See key information above.
 - Ask the finder to stay with the child or adult in your presence and record their name, address and phone number.
 - Record the day, date and actions taken with all relevant times.
 - If the finder refuses to stay, log a full description and direction of leaving.
 - Record, name, address, phone number of the child or adult and what they are wearing.
 - Record the emotional state of the child or adult and any statements made.
 - Note, without touching, any injuries or marks on the child or adult.
 - Do not render First Aid (unless any injury is life threatening) or have any physical contact with the child or adult.
 - Avoid offering any food or drink to the child or adult unless essential.



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- Repatriate the child or adult only with a parent or carer.
- If in any doubt, especially if the child or adult appears unwilling or distressed, insist on awaiting the arrival of the police or HMCG.
- If in any doubt, call the police again.

Records

In all instances of both lost and found children the Station Manager or Deputy must be informed at the earliest opportunity so that an electronic incident report can be forwarded to the NCI office within 24 hours.

An aide memoire is available in the Watchkeepers SOP'S file (SOP 18) to assist when dealing with lost and found children and vulnerable adults.

Complaints

If watchkeepers become the subject of an allegation as a result of dealing with a child or vulnerable adult the Station Manager or Deputy must be informed immediately. The facts must be recorded, and any potential witness statements obtained. The Station Manager should retain all available evidence securely and away from the station.

Safeguarding of Children and Vulnerable Adults

NCI Fleetwood Policy

National Coastwatch Institution (NCI) Fleetwood acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognizes that the welfare and interests of children and vulnerable adults are paramount in all circumstances.

It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults

- have a positive and enjoyable experience in a safe environment



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- are protected from abuse whilst in contact with NCI Fleetwood

NCI Fleetwood acknowledges that some children and vulnerable adults, including disabled children and young people, or those from ethnic minority communities, can be particularly vulnerable to abuse. We accept the responsibility to take reasonable and appropriate steps to ensure the welfare of those requiring our services.

As part of our safeguarding policy NCI Fleetwood will:

- promote and give priority to the safety and wellbeing of children and vulnerable adults
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns
- ensure appropriate action is taken in the event of incidents/concerns of abuse, and ensure support is provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the membership of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation

The policy and procedures will be widely promoted and are mandatory for everyone involved in NCI Fleetwood. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in exclusion from the organization.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, NCI Board of Trustees and The Charity Commission
- as a result of any other significant change or event.



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