



# Lost Child Policy

## Orono Agricultural Society

May 1, 2012

The Orono Agricultural Society hereby adopts this Lost Child Policy in the interest of public safety.

Parents should immediately report lost children to the Fairground Office, located in the arena or find a staff member and request assistance. The fair representative should immediately contact the Office or Fair President or designee.

Anyone finding a lost child should immediately take the lost child to the Fair Office located in the arena.

### Lost Child Procedures for volunteers and staff

Any volunteer or staff member finding a lost child should immediately escort the child to the Fair Office. If the volunteer is unable to leave their position, radio the Office for assistance. Any parent looking for a lost child should be directed to the Fair Office. Once a staff member or volunteer takes possession of a lost child, the child should only be released to a parent or a Fair Association Board member with proper identification.

The Fair Office shall be equipped with communication to the gates and security.

**Once a lost child has been reported to the Office, the President or designee shall radio the gates, staff and security to not permit any child under age 13 to leave the gates without a parent, guardian or other custodian, until a clear notice is radioed. As soon as possible the President or designee shall broadcast a description of the lost child to all of the gates, security and staff. Once a description of the lost child has been broadcast the gates then may allow children to pass if they are reasonably certain that they do not fit the age, description or name of the lost child.**

a) For children under twelve (12) years of age, if they are not found within five (5) minutes of being reported to the Office, the President or designee shall make a public announcement.

c) No announcement, shall be made for children thirteen (13) years of age or older unless the President or designee determines that there are special circumstances.

d) As soon as the President or designee deems appropriate, they shall also notify the Durham Regional Police. Orono Agricultural Society Staff shall defer to the Durham Regional Police if they issue any orders or directions with regard to a lost child report.

e) The age limit or time limit for announcement may be increased or decreased at the sole determination of the President or designee if special circumstances exist.

**When a lost child is reported to the Fair Office, the President or designee shall take note of the following information: --Name, description and contact information for the parent(s), guardian(s) or custodian(s); --the child's name, age, height, weight, hair color, eye color, skin color, gender, clothes worn at time child went missing, last location where child was seen, identifying information of the last person to have seen the child.**

Staff and Security shall also be instructed to escort any lost child, or any parent looking for a lost child, to the Fair Office. Anyone attending an Orono Agricultural Society event does so at their own risk and is deemed to assume the risk of such attendance.

Copies of these procedures shall be posted on the Orono Agricultural Society Web site, in the Fair office and shall be kept on site at each event of the Orono Agricultural Society. The President, designees, Board of Directors, staff, security and other volunteers shall be trained in these procedures.

This policy is to be reviewed annually.