**SOP 42 – Incident Involving Unattended Children** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If a child is observed alone in an unsafe situation (e.g., near water, roads, animals, or construction), approach calmly and escort them to a safe area.
2. Do not leave the child alone. Stay with them and attempt to identify their guardian.
3. Notify the General Manager or on-site lead immediately.
4. Ask the child for their name, site number, or any information that may help locate their parent or guardian. Do not press if the child is distressed.
5. If the guardian cannot be located within 15 minutes, or if the child appears neglected, scared, or injured, call 911 and report the situation.
6. Do not release the child to anyone unless their identity and relationship can be confirmed.
7. Document:  
   * Time and location the child was found
   * Description of the situation and child’s condition
   * Name and site number of guardian (if located)
   * Actions taken and response of the guardian
8. Complete an Incident Report including all observations and staff response.
9. If the child is frequently left unattended or guardians are noncompliant, management will determine if additional reporting or eviction is necessary.
10. Park policy prohibits leaving children unsupervised in public areas. All guests must be reminded of this rule if violated.