template Lost child form

version 1.0 – January 2019

**Details of the lost/missing child**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Hair colour |  |
| Eye colour |  |
| Description of clothing |  |
| Ethnicity |  |
| Time and place last seen |  |
| Time event staff informed |  |

**Details of the parent, guardian or carer**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Contact details | Phone:  Mobile: | Email: |
| Address |  | |

**Action taken Time**

|  |  |  |
| --- | --- | --- |
| Event staff informed |  |  |
| Police informed |  |  |
| Other |  |  |

**Reunification with child**

|  |  |
| --- | --- |
| Time found |  |
| Location found |  |
| Visible injuries? |  |
| Other relevant information |  |

## Finding a child

**Details of the found child**

|  |  |
| --- | --- |
| Name |  |
| Date of birth |  |
| Hair colour |  |
| Eye colour |  |
| Description of clothing |  |
| Ethnicity |  |
| Any medical requirements? |  |
| Visible injuries? |  |
| Other relevant information |  |

**Details of the Adult handing the child or young person over to Event Staff**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Contact details | Phone:  Mobile: | Email: |
| Address |  | |

**Details of Event Staff responsible for the child or young person**

|  |  |
| --- | --- |
| Name of Event Staff |  |
| Time child or young person handed to Event staff |  |

**Action taken Time**

|  |  |  |
| --- | --- | --- |
| Event security informed |  |  |
| Police informed |  |  |
| Other |  |  |

**Details of the Adult collecting the child or young person**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Contact details | Phone:  Mobile: | Email: |
| Address |  | |
| Relationship to child |  | |
| Identity document(s) checked |  | |
| Time reunited |  | |