

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

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