

## LOST OR MISSING CHILD REPORT

### 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		

Reviewed April 2022