**Appendix 5- Lost children form**

**Event:**

**Location:**

**Date:**

**Section 1- Lost/Missing Child**

To be used when a child is reported as lost or missing by a parent/guardian or other member of the public.

|  |  |
| --- | --- |
| Child’s name |  |
| Child’s age |  |
| Time and place last seen |  |
| Time reported to event staff |  |
| Reported by |  |
| Parent’s / guardian’s name and relationship to child |  |
| Home address |  |
| Parent/ guardian’s Phone number |  |
| Further information (if required) |  |
|  | |
| **To complete when child is found:** |  |
| Time found |  |
| Found by |  |
| Time returned to parent/guardian |  |
| Signature of parent/ guardian |  |

**Section 2- Found Child**

To be used when a lost child is found by a member of event staff or general public.

|  |  |
| --- | --- |
| Child’s name |  |
| Child’s age |  |
| Found by (name and role) |  |
| Location found |  |
| Time found |  |
| Time brought to lost child point |  |
| Parent’s / guardian’s name |  |
| Home address (if known) |  |
| Parent/ guardian’s telephone number (if known) |  |
| Person responsible for child’s whilst at lost children point |  |
| Further information (if required) |  |
|  | |
| **To complete when child is collected:** |  |
| Time child collected |  |
| Collected by (Parent’s/ guardian’s name and relationship to child) |  |
| Signature of parent/ guardian |  |

**Section 3- Further Actions**

To be completed if child and parent/guardian are not re-united by end of the event.

|  |  |
| --- | --- |
| **Have the police been informed?** |  |
| Details given to the police |  |
| Time reported to the police |  |
| Reported by (name and role) |  |
| Signature of person reporting |  |