

Lost or Missing Child Report Form

Details of the lost or missing child. *Please provide additional information on reverse.*

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	
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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		

Lost or Missing Child Key Steps:

- Stay Calm
- Call the child's mobile phone first if they have one.
- Then, follow these steps

