



Event name	
Date	
Note: Details for records only, not to be announced over the PA.	

Part 1 – Lost / missing child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Any other relevant information			

Contact details – parent / carer	
Name	
Contact number(s)	
Address	
Email	

Incident details			
Time and place child last seen		Time event staff informed	
Action(s) taken and when	<input type="checkbox"/> Event security informed, at __:__	<input type="checkbox"/> Police informed, at __:__	
	<input type="checkbox"/> Other (details and time)		

Part 2 – Found child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Has the child any special medical requirements?	⇒ <i>Check for medical tags</i>		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of security / steward and head of security dealing with the child			
Time child handed over to lost-child unit			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature		

Declaration	
Parent's / carer's ID document(s) checked	
Member of event staff handing over child	
Staff member's signature	

Missing Child Process Flowchart:

