

Missing Child Form

(Details for records only, not to be announced over the P.A.)

Event Name

Date

Name of child: Male Female	Age: Date of birth:
Ethnicity:	Any other relevant information:
Hair Colour: Eye colour:	Clothing (colour and pattern):
Time and place child last seen:	Time event staff informed:
Name(s) of person with parental responsibility:	Team Managers Name
Action Taken: Event security informed: Police informed: Other:	Home address and phone number:
Any other comments:	
Name of officer completing form	Position

Found Child Form

(Details for records only, not to be announced over the P.A.)

Event Name

Date

Time found:	Location found:
Name of child: Male Female	Age: Date of birth:
Hair Colour: Eye colour:	Clothing (colour and pattern):
Has the child any special medical requirements? (check for medical tags)	Details of Adult handing the child over Name: Tel: Role:
Time child handed over to Lost Child Unit:	Name of Security/Steward & Head of Security dealing with child:
Time Event Control was informed:	Any other information:
Name of Parent/Carer collecting child: Relationship to child: Signature:	Phone Number: Address: ID document/s checked:
Member of event staff handing over child: Signature	Time child reunited: