**LOST/MISSING CHILD FORM**

***[INSERT NAME OF CLUB]***

**Event Name:**

**Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child’s Name** |  | | **Age of Child** |  |
| **Male or Female** |  | | **Date of Birth** |  |
| **Time and Place Child Last Seen** | | | **Time Event Staff Informed** | |
| **Hair Colour** | |  | **Clothing (colour & pattern)** | |
| **Eye Colour** | |  |
| **Ethnicity** | |  | **Any Other Relevant Information** | |
| **Spectator or Participant or Other** | | |  | |
| **Parent/Guardian name** *(as reported or from player registration form if participant)* | | | **Phone Number**  **Address** | |
| **Action Taken** | | | **Time** | |
| **Event Security Informed** | | | **Police Informed** | |
| **Other** | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time Found** |  | | **Location Found** |  | |
| **Child’s Name** |  | | **Age of Child** | |  |
| **Male or Female** |  | | **Date of Birth** | |  |
| **Time and Place Child Last Seen** | | | **Time Event Staff Informed** | | |
| **Hair Colour** | |  | **Clothing (colour & pattern)** | | |
| **Eye Colour** | |  |
| **Ethnicity** | |  | **Any Other Relevant Information** | | |
| **Spectator or Participant or Other** | | |  | | |
| **Has the Child Any Special Medical Requirements?** (check for medical tags) | | | **Name of Security/Steward & Head of Security Dealing with Child** | | |
| **Time child Handed Over to Lost Child Unit** | | | **Details of Adult Handling the Child Over**  **Name**  **Tel**  **Role** | | |
| **Time Event Control Informed** | | |
| **Nam of Parent/Carer Collecting Child**  **Relationship to Child** | | | **Phone Number**  **Address** | | |
| **ID Documents checked** | | |
| **Signature** | | |  | | |
| **Member of Event Staff Handing Over Child** | | | **Time Child Returned** | | |
| **Signature** | | |  | | |