

Lost and found child and vulnerable adult form

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

Part 1 – Lost child or vulnerable adult

Personal information			
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	
	<input type="checkbox"/> Event security informed, at ___:___	<input type="checkbox"/> Police informed, at ___:___	



**KINGSWOOD
TOWN
COUNCIL**

Action(s) taken and when	<input type="checkbox"/> Other (details and time)
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Part 2 – Found child or vulnerable adult

Personal information			
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?	⇒ Check for medical tags		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of staff and head dealing with found child or vulnerable adult			
Any other information			Time child reunited
Details of parent / carer collecting child or vulnerable adult	Name		
	Relationship to child		
	Contact number(s)		
	Address		

Declaration	
Member of event staff handing over child	
Staff member's signature	✕