**Form 6**

**Lost/Found Persons Report Form**

**This form must be completed and handed to the event manager.**

|  |  |
| --- | --- |
| Name of event |  |
| Date and Time |   |
| **Details of Lost/Found Adult/Child** |
| Name |  |
| Age |  |
| Gender |  |
| Last known Location  |  |
| Description of child / person  |  |
| **Details of Person Reporting Lost/Found**  |
| Name  |  |
| Address or organisation  |  |
| Contact phone number |  |
| **Action** |
| Details of action taken place to find parent/ guardian/child/carer  |  |
| **Details of those Finding Lost Adult/Child** |
| Name |  |
| Address or organisation  |  |
| **Details of Person Claiming Lost Adult/Child** |
| Name |  |
| Address or organisation  |  |
| Contact telephone number |  |
| Form of identification shown  |  |
| Time child/person reunited with parent/guardian/carer  |  |
| Signature of person claiming person/child |  |
| Signature of lost children representative  |  |

Missing person/lost child disclaimer to be signed by parent/guardian companion and staff member

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I the parent, guardian or \_\_\_\_\_\_\_\_\_\_ of the above person(s) / Child(ren), having reported their absence, now intend to leave the post and search for them myself. I do so of my own accord.

I can confirm that I have been requested to remain and await their reappearance and understand that it may be difficult to contact me should my child/missing person be escorted to the post in the meantime.

My mobile number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Parent/ Guardian/Companion) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed lost children representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing or accepting this form

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details (phone number or email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_