

Lost Child Response Guide

First Staff Contact

Found Child

- Look for parent/guardian in immediate vicinity.
- Take lost child to Lost Children Control Point closest to scene and provide details to staff.

Lost Child

- Inform Event Manager of situation.
- Take parent/guardian to Lost Children Control Point closest to scene and provide details to staff.

Lost Child Control Point

- Ensure Lost/Found Child Report is completed.
- Contact the Event Manager.
- Ensure announcements made over two-way radio and where possible over public address system.

Event Manager

- Contact Lost Children's Control Point to ensure information about the lost/found child is passed onto Key Staff.
- Advise and update informant of situation.
- Contact Police if necessary.
- Assist Police where appropriate.
- Remain with child or informant until Police arrive.

LOST CHILD REPORT

Questions to ask Guardian

What's your relationship to the child?

Where did you last see the child?

What is your name?

What is the child's name?

What is the child's age?

What does the child look like?

What is the child wearing?

What is the child's height?

Does the child have a mobile phone?

If so, what is the number?

Where do you think the child will go?

Other information:

Date:

Time:

Reported by:

Phone:

Signature:

Date:

FOUND CHILD REPORT

Questions to ask Child

Where did you last see your guardian?

Did they tell you what to do if you got lost?
If yes, explain.

What is the guardian's name?

What is the guardian's age?

What does the guardian look like?

What clothes is the guardian wearing?

What is the guardian's height?

Does the guardian have a mobile phone?
If so, what is the number?

Do you know someone else's number who
would know the guardian's mobile number?
If so, what is the number?

Other information:

Date:

Time:

Reported by:

Phone:

Signature:

Date: