

Found Child

(you have the child)

First Staff Contact

- Look for parents/guardian in immediate vicinity
- Make note of the time
- Take lost child to Lost Children's Post (usually at the Information Tent) or arrange security/warden to do so
- Inform other event staff if able to do so

Lost Children's Post

- Ensure a Found Child Checklist is completed by either an Area Warden or the Staff member who initially found the child
- Provide key identifying details of the child to all Wardens, staff and security (child's first name, hair colour, age, height, what they were wearing, where they were last seen, parents name)
- Contact other staff with information regarding missing child to enable information to be passed on
- Remain with child
- Advise and update Wardens of situation

Chief Warden / Event Manager

- Escalate to Police if circumstances warrant
- Assist Police where appropriate
- Only in complete urgency or under Police advice should announcements be made from stages or over public address systems

Child reunited with Parent/Guardian

- Advise outcome to all Wardens, staff and security notified of incident
- Close off report on the Found Child Checklist



Found Child Checklist

Found Child Form (you have the child)

Time brought in	
Where did you last see the guardian?	
When did you last see the guardian?	
Did they tell you what to do if you got lost? If yes, explain	
What is your name?	
What is the guardian's name(s)?	
Does the child have a mobile phone?	
Relationship to person/other relatives	
Do you know your address?	
Special needs?	
What is the guardian's age(s)?	
What is the guardian's hair colouring?	
What clothes are they wearing? check clothing tags for mobile phone number and check for identity wristband	
What height is the person(s)?	
Other information	

Child is reunited with parent/guardian

Who collected the child?	
Time of collection	
ID Sighted – Yes/No	

Lost Child

(reported by a parent, guardian or informant)

First Staff Contact

- Lost Child reported – inform Site Office and Area Warden of situation
- Look for Child in immediate vicinity
- Make note of the time

Area Warden

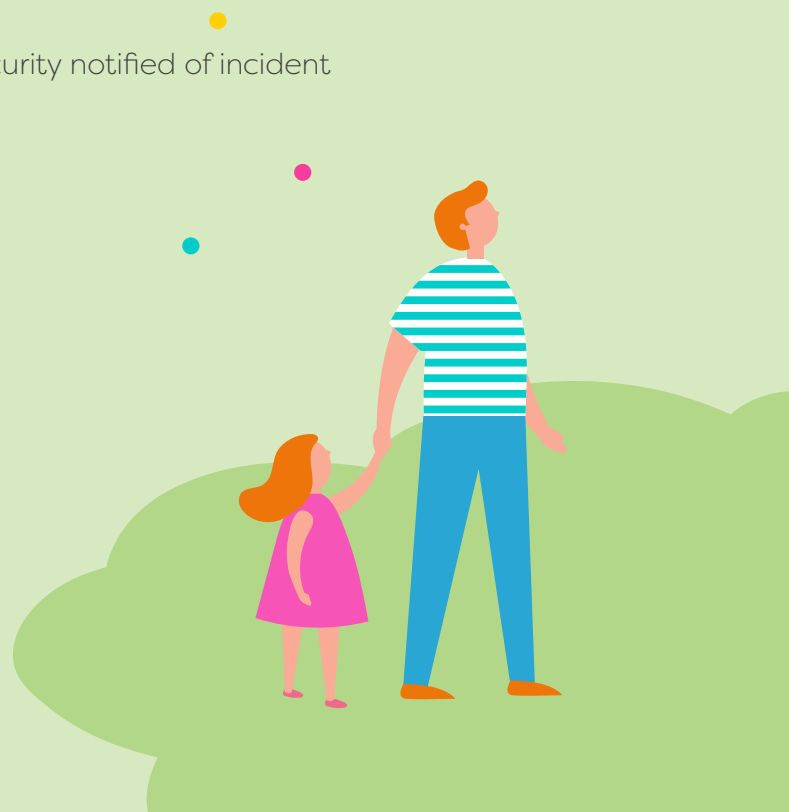
- Advise and update Chief Warden of the situation
- Take informant to the Lost Children's Post (usually at the Information Tent)
- If the informant chooses to look for the child, take down their mobile phone number to keep in contact and/or find another staff member to remain with the informant.
- Ensure a Lost Child Checklist is completed by either an Area Warden or the Staff member who reported the lost child
- Provide key identifying details of the child to all Wardens, staff and security (child's first name, hair colour, age, height, what they were wearing, where they were last seen)
- Ask parent/guardian if there is a photo available of the child for reference

Chief Warden / Event Manager

- Contact Police if necessary
- Remain with informant until situation is resolved or Police arrive
- Assist Police where appropriate

Parent/Guardian reunited with Child

- Advise outcome to all Wardens, staff and security notified of incident
- Close off report on the Lost Child Checklist



Lost Child Checklist

Lost Child Form (Child is missing)

Time notified	
Where did you last see the child?	
When did you last see the child?	
What is your name?	
What is the child's name(s)?	
Is the child male or female?	
What is the child's age(s)?	
What is the child's hair colouring?	
What clothes are they wearing?	
What is the child's ethnic origin?	
What height is the child(s)?	
Does the child have ID?	
Do they have a mobile phone? If yes, what is their number?	
Where do you think the child/person will go?	
Other information	

Parent/Guardian is reunited with the child

Who collected the child?	
Time of collection	
ID Sighted - Yes/No	