

TTEQMS Safeguarding SafeTT Missing/Found Child Report Form Issue 2

Event name							
Date							
Note: Details for r	ecord	s only, not to be annour	nced over the PA.				
Part 1 – Lost / n	niccia	ag child					
		n – child / young perso	on				
Name				А	ge		
				Date of birth			
Gender				Н	air colour		
Ethnicity				E	ye colour		
Clothing (colour					Spectator		Participant
and pattern)					Other:		
Any other relevant information							
Contact details	– par	ent / carer					
Name							
Contact number	(s)						
Address							
Email							
Incident details	ı				ı	T	
Time and place child last seen					Time event state	ff	
Action(s) taken and when	☐ Event security informed, at:				☐ Police informed, at:		
		Other (details and tir	ne)				



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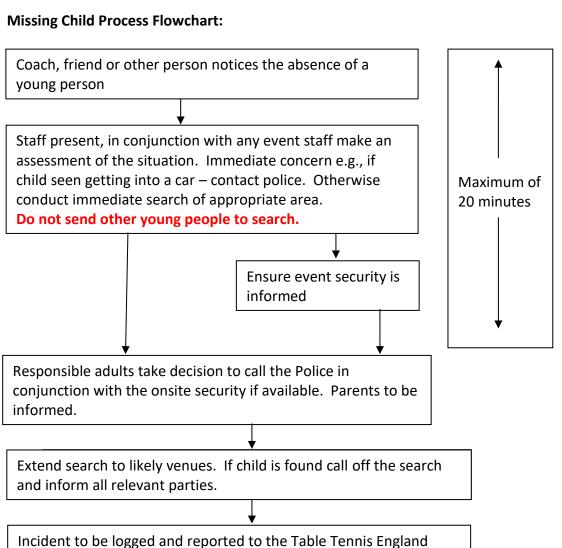
Part 2 – Found child

Personal information – child / young person								
Name					Age	e		
					Da	te of birth		
Gender				Hai	ir colour			
Ethnicity					Eye	e colour		
Clothing (colour						Spectator		Participant
and pattern)						Other:		
Has the child any special medical requirements?		⇒ Check for medical tags						
Any other relevant information								
		1						
Incident and collection details								
Time found		Locati	ion					
Name of security / steward and head of security dealing with the child			security					
Time child handed over to lost-child unit								
Details of adult handing the child over	Name							
	Contact numb	er						
	Role							
Time that event control was informed				Т	ime child reunite	ed		
Any other information				,	,			
Details of parent / carer collecting child	Name							
	Relationship to child							
	Contact number(s)							
	Address							
	Signature							



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Declaration					
Parent's / carer's ID document(s) checked					
Member of event staff handing over child					
Staff member's signature					



Incident to be logged and reported to the Table Tennis England Safeguarding Manager and feedback given to all parties.