

Missing Person Form

Please use this form if you have been notified that a child / adult at risk has gone missing from your event.

Name of missing person	Organisation
Age	Date of birth
Ethnicity	Disability / Special Need (if any)
Name(s) of parents / carers	Name of Responsible Person
Local Safeguarding Children Board in home area (if known)	Home address and phone number
Name of person completing form	Position
Description of the missing person – clothes, hair colour, glasses, etc.	
Who first noticed that the person was missing?	
Where was the s/he last seen?	
Location	Time

Did you notice anything suspicious or see any unauthorised persons in the vicinity?

Which areas/venues were searched and for how long?

List of names of individuals involved in the search

-
-
-
-
-
-

The Police were contacted at [time]

Name and telephone number of person contacting the Police

How long had the individual been missing at this point?

Any other comments

OUTCOME	
The child was found at [time]	Location
Name and telephone number of the person who found the missing person	
The Police were notified of the individual's return at (time)	
Please state if this issue is now a Police investigation	
Have parents / carers been informed about the incident? If so, by whom?	
Could this incident have been prevented and if so what measures do you plan to put in place?	
Any other comments	