

**Surf Life Saving Association of Wales – Appendix 11**  
**Lost / Found Child Form**

**Name of child should not be announced over any tannoy / P.A. system)**

**Event Name**

**Location**

**Date**

<b>Lost Child</b>	
Time the child was reported lost?	
Participant or member of the public?	
Club Name	
Missing Child's Name	
Date of Birth	
Male or Female / Non-binary	
Are they deaf / hearing impaired?	
Time and place child last seen?	
Time event staff informed?	
Does the child have a device they can be contacted on? What is the number if known?	
Hair Colour / length	
Eye Colour	
Ethnicity	
Clothing, colour & pattern	
Parent/Guardian name	Phone number and address

Action taken:		
Event Organiser informed:	Yes	No – why?
Police informed: <i>If child has been missing for <b>20 mins</b> then call police and tell them what area you are in and what time the child went missing <b>Dial 999</b></i>		

**Notes on procedure**

Was procedure followed?

What improvements could be made?

What went well?

**Please ensure a copy of this form is forwarded on to the SLSA Wales Lead Safeguarding Officer for evaluation and development of policies.**

[safeguarding@slsawales.org.uk](mailto:safeguarding@slsawales.org.uk)

**Appendix 13 (Found)**

Found Child	
Public	Participant
Club Name	
Time found:	Location found
Missing Persons Name	
Date of Birth / Age approx. if unknown	



# Cymdeithas Achub Bywyd o'r Môr Cymru

## Surf Life Saving Association of Wales

Male	Female
Age / DOB	
Does the child have a device that may have parent / carer contact details on? If so what is the number if known?	
Hair colour / length	
Eye Colour	
Ethnicity	
Has the child any special medical requirements (check for medical tags) Clothing, pattern and colour	
Name of Event Staff, Patrol Leader, Coach etc. dealing with child:	Name:  Tel for contact:
Time child handed over to Lost Child Unit – designated person:	
Name of Parent/Carer collecting child	
Relationship to child:	
Address:	
Phone Number:	
ID document/s checked and listed:	
Signature	



Member of event staff handing over child:  Signature:	
Time child was reunited:	

**Notes on procedure.**

Was procedure followed?  
What improvements could be made?  
What went well?

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**When crowds are on the move, children are easily displaced and separated from adults. The maximum risk comes as soon as the event is over and people start to leave.**

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