



Safeguarding children

1.7.2 Missing child form

Form to be completed by the senior leading the classroom at the time of the incident.

Name of missing child:	DOB:	Male/female:
Name of parents/carers:		
Child's address:		
Parents'/carers' home telephone:	Mobile:	
Date, time and location of disappearance:		
Who was responsible for caring for the child at the time he/she disappeared?		
What was the child wearing?		
Any distinguishing features?		



Circumstances surrounding the incident:

Parents contacted?

Yes / no

What happens next? Who is dealing with the incident?

Signature of person who completed this form:

Date: