Lost-child procedures at events: briefing front-line staff

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Report time	
reporting location	
designated lead	
approved communication route	
authorised handover record	
follow-up	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online