|  |  |  |
| --- | --- | --- |
| Suggested Form to be used when reuniting children/vulnerable adults | |  |
| For the purposes of safeguarding and protection of lost children / vulnerable adults, the collecting adult will be asked to provide their name, address and connection to the lost person before the person is released into their care. The name and age of the lost child / vulnerable adult will also be recorded on being found. If the DBS member of staff has any concerns, police may be contacted.    On reuniting, a picture of the adult together with the child/vulnerable adult will be taken by the DBS member of staff. This picture may be shared with police / appropriate authorities in the event of a safeguarding concern. This photograph will be retained for 24hrs and then deleted in the presence of the event manager / deputy manager. All copies including cloud backups will be deleted. As the collecting adult, you may request to be present to confirm deletion has taken place, or to receive written confirmation.    The data controller for this information is [name of organisation]. We are processing this information under the lawful basis of legitimate interest.    For more information, please see [*link to privacy notice*] or contact [*appropriate email*]. | | |
| Date and name of event | | |
|  | |  |
| Child /vulnerable adult details | | |
| Name of child/vulnerable person |  |  |
| Age |  |  |
| Name of collecting adult |  |  |
| Connection to child/vulnerable |  |  |
| Address | | |
| Time of reuniting |  |  |
| DBS staff member present |  |  |
| **Official use** |  |  |
| **Actions taken** | |  |
| Picture taken?  If no detail, why |  |  |
| Name of DBS staff member taking picture |  |  |
| Device used for photo |  |  |
| Any safeguarding concerns? |  |  |
| Any requirement to contact the police? no | |  |
|  |
| **Picture deletion** |  |  |
| Date and time picture deleted |  |  |
| Deletion witnessed by |  |  |
| Collecting adult present |  |  |
| Written confirmation of deletion requested. Yes/no sent |  |  |