



Policy ... Lost Children

Newby Fun Factory takes every precaution to ensure that children are safe and secure.

Should a child not arrive at an after school session we will try to determine their whereabouts, contacting staff within the school, parents/carers and, if necessary, the police.

Should a child become 'lost' during session the same search route will be followed.

Should a child become 'lost' during a visit away from the setting, the premises and surrounding area will be searched initially with, where applicable support from staff at the location being visited. If this is unsuccessful, then police and parents / carers will be informed..

A written report will be required in either of these situations, signed as a true record by all staff on duty, to be submitted to the MD and full Director group.

The MD and Team Leader will decide whether any procedural and / or disciplinary action is necessary against members of staff and / or the child involved.

A child being lost is regarded as an extremely serious matter. Directors reserve the right to make use of all its powers in such a situation.

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