

Safeguarding & Lost Child Policy

This policy outlines safeguarding expectations during bookings and explains what to do if a child becomes separated from their supervising adult. It supports a safe environment while clarifying responsibilities.

1. Responsibility for Children

- Children remain the responsibility of their parent or supervising adult at all times.
- Supervising adults must know the whereabouts of children in their care throughout the booking.
- Tovah does not provide childcare or supervision.

Active supervision is essential to ensure children's safety.

2. Preventing Separation

To help prevent children becoming separated:

- ensure children remain within supervised areas
 - supervise movement between rooms and facilities
 - conduct headcounts where appropriate
 - remind children to inform an adult before leaving the group
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3. If a Child Becomes Separated

If a child cannot be located:

1. Immediately alert all supervising adults in the group.
2. Search the venue calmly and thoroughly, including toilets and quieter areas.
3. Ensure all exits remain supervised during the search.
4. Contact the parent or guardian responsible for the child if not already present.

Most situations are resolved quickly through calm, coordinated searching.

4. If the Child Cannot Be Found

If the child cannot be located after a thorough search:

- contact the emergency services by dialling 999
 - follow their guidance and instructions
 - notify Tovah using the contact details provided
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5. Emergency Contact Information

The named booker should:

- ensure emergency contact details are available for attending children where possible
- keep a mobile phone accessible during the booking

- ensure they can be contacted quickly if needed
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6. Maintaining a Safe Environment

Supervising adults should:

- monitor entrances and exits during activities
- ensure doors close securely
- be aware of children moving between spaces

These simple steps help maintain a safe environment for everyone.

✓ Agreement

By attending a booking, supervising adults accept responsibility for children in their care and agree to follow this safeguarding guidance.