

Lost Child Policy and Procedure

Fieldtrip:

The teacher is responsible for always supervising the children. The children are to be educated on what to do if they become lost or separated. Point out `safe` people or places to go when arriving on site. All children will wear vests with the facility phone number.

If child become lost:

- Call 911 immediately.
- Ensure the safety of the other children.
- Notify employees at the site, security guards, etc.
- Act quickly.
- Search thoroughly (bathrooms, stairways, `safe` places that were pointed out at arrival time, etc.)
- Have a reliable adult(s) standing at the exits.
- Have the site `page` the child.
- Contact parents to inform of the incident.

Centre:

All children must always stay in the centre or gated playground. Once the parent/responsible adult has entered the site and contacted the teacher the child can be released to the above adult. Children are not to come in/out the playground or the room on their own or go to the front side of the facility unsupervised. Once a child is in the company of their parent/responsible adult they are no longer the responsibility of the teacher. Parents are to follow the safety rules of the centre (supervising while walking to the car, holding child's hand, etc.) The gates and doors are to be always secured.

If a child becomes lost:

- Call 911 immediately.
- Ensure the safety of other children.
- Search thoroughly (bathroom, bedrooms, closets, etc.)
- Contact parents to inform of the incident.

All lost child incidents must be reported to the Fraser Health Authority Licensing officer.

This done by:

- Completing a serious incident report.
- Contacting Fraser Health Licensing.
- Evaluation of the situation.
- Developing a plan and implementing appropriate changes to prevent any re-occurrences.