

## **BEST PRACTICE RESOURCE SAMPLE**

### **Missing Child Policy**

I anticipate no such incidents, but as a precaution I have instituted the following procedures:

As soon as I realize that a child in my care is missing from the group, I will secure the other children with a responsible adult and begin a search of the immediate area.

- After two minutes: I will expand the search area. If we are in a public building, I will have the child paged if possible.
- Get as many people involved as I can in the search.
- After ten minutes: I will call the police and inform them of the child's name, age, weight, height, clothing and footwear and record the file number that the police will give me.
- Then I will call the parents to inform of what has happened, what is being done, and that I will call them back in a few minutes to update them.
- When the child is found: I will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible.
- As a follow-up: I would assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, I would further educate the children in my care about the importance of staying with the group.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Care Provider Signature

Date \_\_\_\_\_