



Creative Kids Early Learning Center

MISSING CHILD POLICY

Overview

Children are not allowed to leave the CKELC premises during school time without the permission of the Manager/ Head teacher. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Manager/Head teacher. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

Objectives

1. First of all to prevent the possibility of any such incidence or happening.
2. However, in the event of any such eventuality, the purpose and action would be to locate any missing child quickly
3. To ensure that all children are kept safely on the school premises during school hours unless they have the Manager's/ Head teacher's permission to leave.
4. To ensure that children who leave school during the school day only do so
 - With the Manager's/ Manager's/ Head teacher's permission, and
 - That they are accompanied by an authorized adult.

5. To ensure that the building, grounds and play areas are safe and secure during school hours.
6. To ensure that all teachers and school staff (Assistants, caregivers) keep the children under proper supervision at all times.
7. To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school. This also takes into account the outdoor trips as any such incidence can happen when the school staff accompanies the children to a park or a public place etc.

Strategies

1. If a child cannot be found by the Class Teacher, the Manager/ Head teacher must be immediately notified and informed where and when the child was last seen. The importance of time and action should be realized and prompt actions must be taken by all.
2. The remaining children in the class should be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
3. If a child is missing during an outing or school visit/ outdoor trip, the Manager/Head teacher or the teacher in charge must ensure that the remaining children are safely cared for by other staff and responsible adult helpers.
4. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the Manager/ Head teacher and school immediately notified.
5. The security personnel or the other official responsible for the safety and security of the respective premise visited by the children should be contacted by the teacher in charge to generate a prompt action and follow-up to locate, trace the child.
6. The Police must be called by either the Manager/ Head teacher or other member of the Senior Management Team.
7. Members of staff, where available, may be sent to search the local area.
8. School will immediately notify the child's parents.
9. The Local Authority will be notified by the Manager/ Head teacher that a child has gone missing.
10. If the child has been located the Manager/ Head teacher, Police, parents and the Local Authority will be notified.

11. The Manager/ Head teacher will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

Outcome

At CKELC, Children are our prime concern and their safety and security is of prime importance and would be given our highest priority. A missing child should be an extremely rare occurrence. This Policy is designed and worded in a simple manner so that the Staff can read, comprehend and be able to put it into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

(Last updated March 2019)