

# COMMUNITY LIVING

Thunder Bay



Number: WJG 8.0  
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Supersedes:

## GENERAL MANUAL POLICY

APPROVED BY:

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Executive Director

CATEGORY: WJ Griffis Children's Centre

TOPIC: Missing Child Policy

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### POLICY

Children in the Montessori Pre-school are supervised by staff at all times.  
Children in the School-age Program are closely supervised by staff.  
Safety of the children in our care is paramount.  
Every member of the staff has equal responsibility to ensure the safety of the children,  
and know their whereabouts.

## GENERAL MANUAL PROCEDURE

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### Procedures to minimize the risk of missing children:

- Parents are responsible to ensure that their child's arrival and departure is noted by a member of the staff.
- School-age children are supervised when getting on and off the bus by a staff member.
- Children's arrival and departure times are entered on the attendance sheets.
- The staff members are aware of the number of children present, and take periodic attendance counts.
- Children and families are made aware of the safety measures and security procedures of the Centre.

Every care is taken to ensure the children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing, the following procedure will be followed:

- The staff will do an internal check of the building.
- The member of staff alerted to the missing child will inform the other staff and the supervisor or acting supervisor that a child is missing.
- A thorough check of the entire premises will be conducted.
- The staff will do an external check of the outdoor space and the parking lots.
- If, after a thorough check of the premises and grounds, the child is determined to be missing, then the supervisor or acting supervisor will call 911 and contact the police.
- The supervisor or designate will then call the family of the missing child.
- The supervisor or designate will then call the Executive Director or designate to notify them of an Enhanced Serious Occurrence.
- CLTB administration will contact The Ministry's EARLY ALERT system within one hour by calling **1-866-312-0673 (phone)**.
- The search for the missing child will continue, while waiting for the police.
- The supervisor or acting supervisor will be responsible for meeting the police and the missing child's parents/guardians/family, and coordinating any actions as instructed by the police.
- A detailed description of the child will be provided to the police:
  - Name
  - Age

**GENERAL MANUAL PROCEDURE**

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- ▶ Hair and eye colour
- ▶ Approximate weight and height
- ▶ What the child is wearing
- Once a child has been successfully found, the supervisor or designate will inform the family, the police and the staff.
- The supervisor or designate will contact this number at the Ministry of Children and Youths Services: **1-800-265-1222 ext. 218** or **(705) 564-4571**
- Serious Occurrence Reporting Procedures will be followed.
- An internal review of the event will follow for all staff followed by recommendations to be passed on to the appropriate parties.

Please note:

- If a member of the staff encounters a suspect with the missing child, the staff should use reasonable measures to delay the exit of the suspect and the child
- The staff member should try to obtain a description of the suspect and any information about the vehicle used, and pass the information onto the police.