



Oglala Lakota College Head Start/Early Head Start Program

POLICY AND PROCEDURES



MISSING CHILD POLICY

OLC HS/EHS will follow established guidelines and responsibilities regarding response to reports of missing children.

PROCEDURE

If a child is missing from the Center:

- (1) Staff will immediately notify their supervisor.
- (2) The Teacher will confirm from the **Daily Sign-In/Sign-Out Sheets** that the child was at the Center that day and has not been picked up.
- (3) Staff will initiate a search within the Center.
- (4) The Bus Driver and Cook will initiate a search of the grounds outside the Center and the bus.
- (5) The Teacher/Teacher Aide will ensure that all of the other children are kept in one location or area.
- (6) If the child is not located inside the Center or on the immediate grounds, the Teacher will notify the child's parent/guardian that the child is missing and call local law enforcement to report a missing child.

If a child is missing during an outing away from the Center:

- (1) Staff will immediately notify their supervisor.
- (2) The Teacher will confirm from the **Daily Sign-In/Sign-Out Sheets** that the child was on the outing.
- (3) The Teacher/Teacher Aide will ensure that all of the other children are kept in one location or area.
- (4) If in a building, the Teacher will immediately notify the building manager that a child is missing and request immediate assistance to locate the child.
- (5) The Teacher and the Bus Driver will initiate a search of the building, bus(es) and the immediate grounds to locate the child.
- (6) If the child is not located inside the building, buses or on the immediate grounds of the building, the Teacher will notify the child's parent/guardian that the child is missing and will call the local law enforcement to report a missing child.

DOCUMENTATION

Daily Sign
In/Sign out Sheet
Incident Referral
Report Family
Contact Form

REGULATORY REFERENCE(S):

Head Start Performance Standards 1304.52(g)(5) Environmental Health Standards 3-104.6

Revised: 06/11/15
PC Approval: 9/03/09
BOT Approval: 9/20/09