

Missing Child Policy

The staff of the Yellowknife Playschool Association will do periodic head counts, especially after transitions between sessions, such as: inside/outside play and after morning and afternoon pick-up/drop-offs. In the event that a child cannot be immediately accounted for, the following procedure will be followed:

1. Notify the other Playschool staff and the Playschool coordinator if present.
2. Make sure the other children stay together, remain calm and are in adequate care by staff (adequate adult:child ratio).
3. If on Playschool premises, one staff member (and/or Playschool coordinator if present) will be designated to search for child only on Playschool premises. If another adult is present to maintain 8:1 child:adult ratio (parent or helper), one staff member can leave the premises to search.
4. If outside Playschool premises, a staff member can leave the group to search only if 8:1 child:ratio is maintained at all times. If another adult is present (parent or helper), they may help Playschool staff maintain child:adult ratios.
5. If staff are able to search for child and the child is not found after 5 minutes, the RCMP is being called (669-1111).
6. If staff are unable to conduct search due to adult:child ratios, the RCMP shall be called immediately (669-1111). If on Playschool property you can also hit the Panic button on the door alarm panel (top right button depicting a person in a house).
7. The caregivers of the child shall be notified.

8. All Playschool staff, the Board Chair and Parent-Teacher Liaison shall be notified.

9. While waiting for the RCMP, Playschool staff will keep the other children calm and occupied. If able to, other staff will continue the search.

10. The Playschool coordinator and/or chair will meet with the RCMP and the missing child's caregivers. They will explain the situation and try to calm and reassure the caregivers.

11.A "Serious Occurrence" form shall be filled out by the Board Chair and submitted to ECE, GNWT, within 24 hours of the incident.

12.A debriefing between the Board Chair, the Parent-Teacher Liaison and all Playschool staff members should follow the incident as soon as possible afterwards.

13.Led by the Board Chair, an appropriate action plan with a look at any existing policies and/or new policies will be developed, reviewed and implemented.

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6. Board approval date _____

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8. Chairperson's signature _____