

<b>Subject:</b> Missing Child Procedure	<b>Head Start Performance Standard:</b> <b>§ 1304.22 (a) (1) (2) (3) (4)</b>
<b>Service Areas:</b> Health and Safety	<b>Section:</b> Emergency Procedures

**POLICY:**

**Locate a missing child and ensure the safety of the other children.**

**PROCEDURE:**

- A. If a child is missing from the Head Start/Early Head Start facility
  1. The Teacher or other staff will immediately notify the Managers or designees.
  2. Managers or designee will confirm the status of the missing child through use of the daily sign-in/sign-out sheets. Staff will verify that the child was at the Head Start/Early Head Start facility that day and has not been picked up.
  3. Managers or designees will initiate a formal search within the Head Start/Early Head Start facility.
  4. Any available staff will initiate a search of the grounds outside the Head Start/Early Head Start facility.
  5. If the child is not located inside the Head Start/Early Head Start facility or on the immediate grounds, the Manager or designee will notify the Administration office and the child's parent/guardian that the child is missing and will telephone the local law enforcement to report a missing child; a description of the child will be provided to the local law enforcement, as well as a picture.
  
- B. If a child is missing during a field trip away from the Head Start/Early Head Start facility.
  1. The staff will immediately notify the Managers and Administration.
  2. The staff at the field trip will assist by confirming from the daily sign-in/sign-out sheets that the child was on the field trip.
  3. Staff at the field trip site will ensure that all of the other children are kept in one location or area.
  4. If in a building, staff will notify the building manager that a child is missing and request immediate assistance to locate the child.
  5. The staff person in charge at the remote location will initiate a formal search of buildings and immediate grounds along with other available staff to locate the child.
  6. If the child is not located in the initial search, the Manager or designee will notify the child's parent/guardian that the child is missing and will call the local law enforcement to report the missing child; a description of the child will be provided to the local law enforcement, as well as a picture.