

CENTRAL EGLINTON CHILDREN'S CENTRE LOST CHILD POLICY

Date Policy and Procedures Established: July 26, 2022

Date Policy and Procedures Updated: June 18th/2025

Central Eglinton Children's Centre/St. Monica's Satellite Programme makes every effort to ensure the children in our care are in a safe, secure environment.

We do this by making sure:

- Parents/guardians sign their children in and out of our programmes.
- CECC educators take attendance – records times when the children enter and leave the programme.
- Educators make regular head counts – ensure that the children on their attendance can be physically seen, count the number of children in their care and record the number of children on the attendance:
 - before and after transitions
 - at every teacher change
 - at minimum every 30 minutes outside
- CECC directors/educators contact parents/guardians via Storypark, phone or email if children do not attend in the morning or after school.

***For further details see CECC'S Attendance Protocol Policy and Safe Arrival and Dismissal Policy**

All CECC employees take part in emergency drills – i.e.

- what to do in the case of a missing child
- emergency procedures on excursions

If an educator notices that a child is missing or a child leaves the group, they will ask other room educators about the child's whereabouts.

If a child leaves the group/classroom and an additional educator is present:

The designated educator will follow the child and redirect them back to the rest of the group, reminding them of the safety of staying together.

If a child leaves the group/classroom when no additional educator is present and the child is visible:

Staff will call for support on the walkie talkie using channel 6, ex. "Room 206 needs support on the second floor"

If a child leaves the group/classroom when no additional staff is present and the child is not visible:

A "CODE YELLOW" will be called on channel 6 by the room educator. The directors will then communicate a "CODE YELLOW" to the other channels. This is a code to all other CECC employees in the building, that any extra staff/students should come to the office immediately for a search party assignment. The directors will assign roles/areas to be searched and ensure the Lost Child Protocol is followed.

*Room staff and office staff will always carry walkie talkies so that extra help can be accessed when a child leaves a supervised space.

To follow up, an incident report will be completed for parents/guardians to sign.

If a child is absent, for any period, from the supervision of their educators, they are considered "Lost."

If the child's whereabouts is unknown, the classroom educators will:

- Inform the directors and other employees by calling "Code Yellow" on the walkie talkie and identify the location where the child went missing. Staff will use the term child and avoid using pronouns.

The directors will:

- Organize a search of the premises, all employees who are searching will turn their walkie talkies to channel #6. The search will involve the kitchen staff and any other educators not in the programme.

If the child is found:

- Whoever finds the child will announce over the walkie talkie, the child has been found
- The educator/director will comfort the child if they are upset, and will discuss the significance of the situation
- The educator/director will call the child's parents/guardians
- The educator will complete an incident report

If the child is not found, the director will:

- Call their parents.
- If necessary, call 911.
- Ensure the classroom educator completes an incident report
- Follow CECC's Serious Occurrence Protocol

In Case of a Missing Child – On an Excursion

In the event of a missing child, the educators will:

- **Inform the trip lead, they will:**
 - o Ensure other children are safe and supervised.
 - o Complete a visual check – matching children's faces to names.
 - o Contact the owner/operator of the facility/park/premises.
 - o Organize a search party.
 - o Call the Police (911).
 - o Call the director @ 416 440-0383.
 - o Call the parent/guardian or emergency contact.

An incident where a child is missing or has a life-threatening injury or illness, while participating in a field trip/excursion will be considered a Serious Occurrence. The directors/educators will follow CECC's Serious Occurrence Protocol. The educators will complete accident/incident reports for the child's parents and CECC's director to sign.

In Case of a Missing Child – Waterfront

If at any time, it is suspected that a child/adult is missing from the waterfront, the waterfront must be cleared.

- o Lifeguards will blow the whistle in one long blast/say "CLEAR WATER" as a signal to educators that they must clear the water.
- o Children will join their group staff; headcount will be taken.
- o Head Lifeguard will check in with each group leader to confirm headcount, while another lifeguard(if applicable) does a visual headcount of all participants at the waterfront.

If the child is found, the Head Lifeguard will signal staff that waterfront activities may resume.

If the child is not found.

- o The Trip Lead and one educator from each group will take the children to a safe area, away from the water. A visual check – matching child to name will be conducted.
- o They will supervise the children and engage them in organized activities: circle games, storytelling, singing, etc.

- o Lifeguards and all remaining educators, student teachers and volunteers will start a search of the beach & water areas.
- o The Head Lifeguard will provide the search team with direction and instruction.
- o The Head Lifeguard & Trip Lead will determine when 911 needs to be called and will follow through with informing necessary parties as outlined above.
- o When all the children/adults are determined to be safe, the Head Lifeguard will terminate the search.

Reporting a Lost Child as a Serious Occurrence

A lost child is considered a reportable Serious Occurrence, and therefore the directors will follow CECC's Serious Occurrence Policy and Procedures.