

Elkhart and St. Joseph Counties Head Start Consortium

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| Subject: | Missing Persons | | Missing Persons |
| Part: | 1304 | PC Approval Date: | 2/28/12 |
| Subpart: | B – Early Childhood Development and Health Services | Last Reviewed Date: | 7/17/15 |
| Section Title(s): | Child Health and Safety | Implementation Responsibility: | All Early Head Start and Head Start Staff |
| Related Performance Standard(s): | 1304.22(a)(1) | Monitoring Responsibility: | EHS Manager and Education/Mental Health Manager |

(A) Policy:

Elkhart and St Joseph Counties Head Start Consortium must establish and implement policies and procedures to respond to emergencies with which all staff are familiar and trained.

(B) Responsibility:

All Early Head Start and Head Start Staff

(C) Procedure:

1. If a child is missing at center, **Assigned Teacher or Teacher Assistant** will search building. * Staff person will notify the **Building Principal first and Education/Mental Health Manager immediately**. If the child has not been found within **5** minutes the **Building Principal** will notify the police and then the parents will be notified. (Search for child will continue.)

Should a child become missing on the bus, staff will notify the Transportation Director and Education/Mental Health Manager who will contact the Executive Director immediately.

Building Principal may implement A CODE RED PROCEDURE according to school corporation policy.

A. **Assigned Teacher** will continue supervision of children, and request assistance from the Building Principal for classroom support.

B. **Assigned Teacher or Teacher Assistant** will continue to search for child, will inform partner staff of events of search and will also communicate updates or changes as they occur. Assistance from **School Personnel** will also be requested in the search of missing child.

*Assigned Teacher must speak to the **Building Principal and Education/Mental Health Manager** who will in turn contact the Head Start Executive Director.

(D) Forms, Handouts, Flyers:

Emergency Incident/Accident Notification Form will be completed.

Should the search continue, the expectation will be to follow the protocols and/or recommendations as outlined by Law Enforcement such as an Amber Alert.