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| **1.1 Standard Operating Procedure- Missing Child** |

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| **Purpose:** To assure staff know what to do when a child goes missing. Safety for all children

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| **Steps to be completed** | **Person Responsible** |
| Step 1: All Children enrolled in Keuka Lake School programs must be under the direct supervision of an authorized **adult staff member** at all times. Volunteers or visitors will not be left alone to supervise children at any time | Senior Director |
| Step 2: If a child is missing, the staff member in charge of the group must be notified immediately, along with the Senior Director or designated person in charge. | Senior Director, Classroom Teacher |
| Step 3: Classroom staff will conduct a search of the immediate area. If the child is not located, a page will be made to notify all staff. A search of all interior and exterior areas will commence immediately | All staff |
| Step 4: The Senior Director or person in charge will notify the CEO or designee that a code search is in progress. | Senior Director |
| Step 5: If the child is not located within **10 minutes** the Senior Director and CEO will decide the next step. | Senior Director, CEO |
| Step 6: Notification of the parent/guardian of the child will be the responsibility of the Senior Director or person in charge. | Senior Director |
| Step 7: Public comments referred to CEO | CEO |
| Step 8: The day care licensor is to be notified of the incident immediately after search is in progress. | Senior Director, RN |
| Step 9: Completion of all paperwork, relating to the disappearance of a child, will be the responsibility of the staff member who is in charge of the group or classroom. Incident reports, notes, etc must be filed with the Senior Director, who will distribute to the program nurse within 24 hours of the incident. | All Staff |

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