

Missing Child – Procedure PO110

PURPOSE

The purpose of this Procedure is to ensure children experience an environment where they are kept safe from harm (Te Whāriki).

PROCEDURE

In the event that a child should go missing from **within the Centre boundaries** the following steps will be taken:

1. All teachers in the Centre to be notified
2. One teacher delegated to contact;
 - Eastern Institute of Technology office, Dial 777 (to give alert around campus)
 - Police
 - Parent / Whānau
3. Other teachers of the Centre to organise a general search around immediate campus area (ensuring that ratios are kept at a required level within the Centre).
4. All adults are encouraged to remain calm.
5. Centre Manager (or nominee) will report the incident on Me@EIT.
6. Centre Manager (or nominee) will contact EIT Incident Management Controller to determine whether IMT needs to be stood up.
7. Afterwards, an *incident of a serious nature* report form will be filled out and signed by any teacher involved, the Team Leader and the Centre Manager.
8. Centre Manager will contact the Ministry of Education (MOE) and notify them of the incident MOE Office 06 833 6730.

In the event that a child should go missing while **out on an excursion** the following steps will be taken:

1. All children will be gathered together with teachers in a safe area.
2. One teacher will be delegated to do a quick search of the immediate area.
3. One other teacher (if appropriate - otherwise an appointed person) is to contact:
 - Authorities of venue
 - Police
 - Ōtātara Children's Centre who will contact the child's whānau
4. An *incident of a serious nature* report form will be written on return to the Centre, by the teachers involved, then discussed with the Team Leader and the Centre Manager.
5. Centre Manager (or nominee) will report the incident on Me@EIT.
6. Centre Manager (or nominee) will contact EIT Incident Management Controller to determine whether IMT needs to be stood up.

7. Centre Manager will contact Ministry of Education (MOE) and notify them of the incident MOE Office 833 6730.

NB: A mobile phone is taken on all excursions.

Document information – Office use only	
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