

# Missing Student

## Policy/Procedure

To establish an effective procedure in the unlikely event that a Head Start child is discovered to be missing.

### Policy/Procedure:

**If a child at a Head Start site or event is missing, Head Start staff will immediately follow these steps, in order:**

1. Call 911.
2. Call the child's parent/guardian (or designated person on the emergency information card)
3. Contact the Arrowhead Head Start Office and the Department of Human Services (651-431-6500 within 24 hours to report.
4. Head Start staff will continue trying to locate the missing child until law enforcement takes over.
5. Within 24 hours of the incident, Arrowhead Head Start's management team will notify the Region V office and Minnesota Department of Human Services.

**If the child is determined missing while in transit, Head Start staff will follow these steps, in order:**

1. Immediately contact the Arrowhead Head Start office. If no one is available to assist you, contact Transit directly.
2. Head Start office will notify transit of the missing student.
3. Contact the Head Start parent/guardian. If the Head Start parent is not available, look on the Emergency Form and contact an Emergency contact person.
4. Verify the student's daily schedule.
5. If the child is not located in this process, call 911.
6. Be of assistance to law enforcement in the search of the student.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22

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