

<b>Policy Number:</b> HS020	<b>Title:</b> Unattended Child
<b>Performance Standard:</b> 1302.47 (5)(iii) <b>USD 418 BOE Policy:</b>	<b>Original Date:</b> 11/2013 <b>Review Date:</b> 5/2020 AC
	<b>Policy Council Approval/Revision:</b> 1/2018 <b>BOE Approval:</b> 3/2018

**POLICY:**

All staff will be vigilant at all times not to leave a child unattended or unsupervised. The number of children attending a session will be counted and checked throughout the day and during times of transitions. Staff will be in constant communication in regards to the number of children throughout the school day.

**PROCEDURE:**

Once a child is suspected of missing:

- 1) Staff will check the sign in and sign out sheet to ensure the child arrived at school on that day. If a child arrived on a bus, contact the bus driver to verify sign in and sign out sheet.
- 2) Check exits at the facility that all doors and gates are secure.
- 3) Notify the office personnel and illicit assistance from additional staff.
- 4) Check with additional staff (counselor, special ed.) that they do not have students.
- 5) Perform a “sweep” of the facility and extended areas.
- 6) If the child is not found, parents and police will be contacted.
- 7) If police are contacted, office personnel will notify Director & Central Office.

Once child is found:

- 1) Parents and police will be contacted.
- 2) All incidents will be reported to the Director.
- 3) Director & designated team will review all incidents to evaluate follow up consequences.
- 4) Consequences may include: change in procedure, disciplinary action of staff, which may or may not include immediate termination.