



**Bowen  
Children's  
Centre**

## **Bowen Children's Centre Society**

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## **After School Club (ASC) Missing/Wandering Child Policy**

**Purpose** The safety of its children is BCC's highest priority. The protocols in this Policy are to ensure that staff and parents act in the most effective way possible to locate a missing child and communicate with others.

### **Procedures**

#### **After School Club (ASC) including Summer Camps**

- ◇ ***Child is on the ASC attendance list, but did not show up for ASC, use the following steps:***
  1. Call BICS (Bowen Island Community School 604-947-9337) to confirm school attendance. **IF child attended school**, ask the school secretary to contact the bus driver and report back to you.
  2. *Call the Executive Director*
  3. Call parent/legal guardian to confirm child is at home/went with a friend, etc. *If child is located, write the incident in the non-reportable incident book.*
  4. **If child is not located, Call 911** - 10 minutes after starting step1 if the child is still missing
- ◇ ***Child comes to the ASC but is NOT on the attendance list, use the following steps:***
  1. Ask the child to wait with you while the attendance book for recording Extra Days is looked at for the daily attendance
  2. If the child is NOT on the Extra Day list, call the parent/legal guardian to find out where child is supposed to be and make an arrangement with the

parent/legal guardian to pick up child – ***do not send child home on the bus unless parent/legal guardian asks you to. IF the bus has left, discuss with the parent/legal guardian when it would be possible to pick up the child.***

3. Keep the child at the ASC until the parent/legal guardian arrives.
4. Write up the incident in the non-reportable incident book.

Err on the side of caution and always keep children with you at the ASC if there is any doubt about where they should be

### **Missing Child on an ASC Field Trip**

Minimum ratio of supervision is 1 staff to 12 children for Kindergarten and Grade 1; 1 staff to 15 children in Grade 2.

If a child goes missing on a field trip, the trip will immediately stop. The designated 'lead' will assess the situation, make a plan and give directions. The Executive/Managing Director will be called.

At least one staff will remain with the children while another goes to search for the missing child and – depending on where the group is -- to inform the staff at the location so that exits can be sealed.

If the child is not found within ten (10) minutes:

- 911 will be called
- the child's parents will be called

The staff will then re-assess the situation to determine the best course of action. This may mean taking the group back to the Centre while one or more staff remain to search and talk to the police, or parents might be called to come and pick up their children at that location. The ASC Managing Director/lead teacher will make the decision at the time, based on the relevant circumstances.

### **Talking to Children About a Missing Classmate**

Children are to be informed in a calm, matter-of-fact manner that one of their classmates is missing. They will be kept apprised of the situation in the same way. The need to stay close to the staff will be reinforced.

### **Talking to Parents About a Missing Child**

The ASC Managing Director and/or the Executive Director will communicate with the parents of the missing child.

The ASC Managing Director and the Executive Director may designate another teacher to talk to the parents of the other children, and will give them precise instructions as to what information to impart.

All parents and children in the class will be informed as soon as possible when the child is found.

The lead teacher will complete a Serious Incident Report within 24 hours and submit it to the Executive Director for licensing.

Any inquiries from Licensing, the RCMP, and the media will be referred to the Executive Director.

Related BCC policies and legislation	This policy approved on:
<i>Policy on Personal Device Use and Taking Photos at BCC</i>	<i>2 July 2025</i>