



**Bowen
Children's
Centre**

Bowen Children's Centre

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Field Trips, Missing/Wandering Child Policy

Purpose: Field trips may be incorporated into the program. These outings can be enjoyable and educational, but strict safety criteria must be met. Bowen Children's Centre does not authorize field trips off of Bowen Island. This same Policy applies for anytime a child is missing.

Procedures

NOTE: *There is a separate Policy for the After School Club (ASC) called "After School Club (ASC) Missing/Wandering Child Policy"*

At the outset of a field trip, one employee will be designated the 'lead'. While the trip may be undertaken with all the program employees present acting as a team, in the event of a mishap, or where a significant decision must be made, the 'lead' will be in charge and give directions. As BCC programs are run by coordinators – each coordinator should take a turn being the lead staff so everyone has an equal opportunity to be "in charge".

The 'field trip backpack' must accompany the program employees and children on any trip beyond sight of the Centre.

The kit will contain:

- ✓ a first aid kit and the bear air horn
- ✓ a list of all the children on the trip (including the day's absences noted)
- ✓ the 'emergency cards' for each child
- ✓ medication for any children who might require it while away from the Centre (for instance, 'asthma puffers', sugary foods for a diabetic)
- ✓ a form on which to record head counts, and any other relevant

Information about the outing

✓the program cell phone or other personal device according to Device use Policy

✓all the equipment required to “stay in place” in case of an infrastructure failure.

- If it is a field trip that is a distance from the Centre and pre-planned, all children must have written permission from parent/legal guardian.
- If the field trip is spontaneous, information about the field trip will be posted on the Centre’s door. The office and other staff in Programs not leaving should be informed. Permission is included in the parent’s enrolment process
- If the children are to be traveling in private cars, the Centre will comply with relevant ICBC guidelines; these may change from time to time. Each driver must have a valid driver’s licence and \$2M insurance, and the car must have a valid licence.
- If there are to be several drivers, the route to be taken will be agreed upon in advance, and all drivers will take the same route.
- The child/staff ratio will be adhered to
- On field trip, there should be a ratio of 1 staff to 8 children for 3-5 year old children .
- A head count will be done by at least 2 of the teachers at the beginning of the trip, and at each place that the children get into or out of vehicles, as well as whenever they arrive at or leave a location on foot.
- A final head count will be done when the group returns to the Centre
- Siblings may accompany the class on a field trip if the parent is volunteering to come along to assist (**with the permission of the program employees in advance.**)

Missing Child on Field Trip

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.

At least one teacher 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.

Call the Executive/Managing Director immediately.

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

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

The teachers 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 teachers remains to search and talk to the police, or parents might be called to come and pick up their children at that location. The 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 teacher will be reinforced.

Talking to Parents About a Missing Child

The lead teacher and the Executive Director will communicate with the parents of the missing child.

The lead teacher 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.

Missing/Wandering Child/911 Policy

The same policy as for a Missing Child on a Field Trip will be followed, as applicable.

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