

Missing Tamaiti Policy

Rationale:

To ensure fast and effective action and a clear procedure in the event of a tamaiti going missing from kindergarten in order to recover the tamaiti safely whilst still caring for remaining tamariki. This policy upholds the Education (ECS) Regulation 2008: 46.

Te Whāriki:

Well-being/Mana atua: Tamariki experience an environment where they are kept safe from harm.

Procedures:

1. If a tamaiti is lost, kaiako will stay calm, alert and focused.
2. All other tamariki will be brought inside, and at least one adult to stay with them at all times.
3. A quick search of the building and play area will be undertaken in case the tamaiti is hiding.
4. A second kaiako will do a quick two-three-minute visual search of the school grounds and carpark, and notify the office, who will assist in the search.
5. If the tamaiti is not located within 10 minutes of being missing, a staff member will dial 111 and contact the parents (the parents will know what the child is wearing, their state of well-being and where they are likely to go). Kaiako will take advice from police on next steps for continuing the search.
6. The kaiārahi will ring parents of other tamariki at the kindergarten that day and get them to either come to collect their tamaiti or to assist in the search. Other parents who can recognise the missing tamaiti, and are known to the tamaiti, may be important to the search.
7. Kaiako will gather any details about when and where the tamaiti was last seen and any unusual activities or people in the area during the morning.
8. As early as possible, a detailed report must be prepared by the kaiako outlining what happened, who was on duty, how long the tamaiti was away and who was informed.
9. All such instances must be reviewed with management and the parents of the tamaiti to see if procedure is adequate or needs amending. Any outcomes will be shared with governance.

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Consultation Undertaken:	Yes