

## Lost Participant Procedure

All children must be supervised at all times. Directors and Coaches must take frequent head counts. If a child is missing at any time of the day, the onsite Director must be notified immediately.

Camper's name and age must be identified, last place participant was seen and what he/she was wearing.

The onsite Director must then issue a verbal command (Countdown) meaning that all the participants will assemble for a head count.

The onsite Director must then conduct a thorough search of all locations at the program site/bathrooms/any other area, starting at the last point at which the participant was seen,

Coaches must check with friends and siblings to determine if they have seen or know where the participant may be. If the child is not quickly found, the parents of the child must be notified, as must the police and the Hosting Organization.

The onsite Director must then complete an internal incident report.

105 CMR 430.210(C) |

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