

# **Missing Child Procedure**

The teacher in charge of the child makes a phone call to the Front Office as soon as the child is missed.

If you suspect the child has deliberately run away, notify parents immediately.

Whoever takes the call in the office, notifies the Principal or the Acting Principal, then stays within earshot of the phone and locates (by internal call if necessary) all other available people (SSO from a classroom or Admin) to start searching for the child taking the school mobile or their personal mobile phone.

Classrooms are searched first, followed by the school hall, toilets and then the school grounds, including sheds.

When the child is located, the front office personnel are notified immediately.

If the child is not located on the school grounds or immediate area, the child's parents are notified, as are the police. When the police become involved, our Regional Office is notified by the principal or the Acting Principal.

Front office personnel are notified as soon as the child is located and that person then notifies the Principal, Police and Parents

## **If on a camp or excursion**

The immediate area is thoroughly searched

The teacher in charge immediately contacts the police, then take advice from the police.

The teacher in charge then contacts the school Principal or Acting Principal as soon as the child is missed. The Principal or Acting Principal then contacts the child's parents as well as our Assistant Regional Director.

As soon as the child is located, the Principal or Acting Principal is notified immediately, they then contact the child's parents and our Assistant Regional Director.