

Missing Child Procedure

A missing child may go **missing** through a voluntary disappearance, or else due to an accident, crime or many other reasons. Often, the **missing** child is found quickly and if not certain steps/procedures need to be adhered to.

This procedure/policy is designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

The steps to be taken if a child is believed to be missing...

- Teacher in charge of the child immediately notifies the Front Office and Principal or Acting Principal.
- If you suspect the child has deliberately run away, notify Principal to alert parents and the police if required.
- Office staff must check the daily roll/sign in/out sheet and ensure that all children were present at the start of the day.
- Principal/Acting Principal locates as many SSO's to start searching for the missing child. The Principal/Acting Principal must take school/personal mobile with them.
- Search classrooms, hall, toilets, Art room and school grounds. Search area thoroughly.
- SSO's to ask other children in the missing child's class, if they know when they last saw the child.
- Teacher in charge of the class must occupy all other children and try to keep the routine as normal as possible.
- If the child is located, the Front Office/Principal/Acting Principal must be notified immediately.
- Once a search of the school grounds and immediate area has been completed and the child has not been found, Principal/Acting Principal must notify the parents and the police.
- Principal/Acting Principal must notify the Regional Office after the police are notified.
- Fire Drill may be held in the effort to ensure the child is not on site.
- Once the police are involved, Principal/Acting Principal will be instructed by Police & Regional Office.
- Parents of the missing child will be kept informed.

The steps to be taken if a child is believed to be missing whilst on an excursion...

- An immediate headcount would be carried out to ensure all other children were present.
- The supervising teacher would instruct another adult to search the immediate area.
- The adult would next re-trace the steps to the place the child was last seen and the supervising teacher would stay with the remaining students.
- The supervising teacher would contact the school's Principal/Acting Principal as soon as the child is suspected missing.
- The Principal/Acting Principal would contact the child's parents and Education Director.
- If the child has not been located in the immediate area the teacher in charge would contact the police.
- Once the police are involved, the supervising teacher will be instructed by police & they would cooperate fully.
- The Principal would discuss with the parents what steps need to be taken and whether to travel to the excursion location.
- As soon as the child is located, the Principal or Acting Principal is notified immediately, they then contact the child's parents and Regional Director.

The steps to be taken once the child has been found...

- Depending on the circumstances, an ambulance may need to be called to check the child over for injuries.
- All staff need to be notified the child has been found
- Counselling may be necessary and the Principal/Acting Principal will use their discretion whether to allow the child to return home.
- Other children in the class/group may need to be spoken to about leaving the premises or issues surrounding the missing child.
- Principal will provide communication to school community and media if necessary.
- A detailed report will be written by Principal/Acting Principal covering: time, place, the length the child was missing, review for the future.

MISSING CHILD FLOW CHART

