



# Robe Primary School

## Missing Child Procedure

Respect – Courage – Integrity

A child may go **missing** through a voluntary disappearance, or due to an accident, crime or many other reasons. Often, the **missing** child is found quickly, 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 suitable 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 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.
- If the child cannot be found and search of the school grounds and immediate area has been completed, 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 will be carried out to ensure all other children were present.
- The supervising teacher would instruct another adult to search the immediate area.
- The adult will re-trace the route to where the child was last seen and the supervising teacher will stay with the remaining students.
- The supervising teacher will contact the school's Principal/Acting Principal as soon as the child is suspected missing.
- The Principal/Acting Principal will contact the child's parents and Education Director.
- If the child has not been located in the immediate area the teacher in charge will contact the police.
- Once the police are involved, the supervising teacher will be instructed by police.
- The Principal will discuss with parents the steps that need to be taken and whether to travel to the excursion location.
- When 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 a 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.
- Class teacher discusses incident with their class as appropriate
- 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

