

## **Missing or Left Children Policy in Schools**

The purpose of this missing or left children policy is to establish guidelines and procedures to ensure the safety and well-being of students who go missing or are left unattended within the school premises. This policy aims to provide a prompt and organised response to such situations, prioritise the student's safety, and minimise the risk of harm.

### **Prevention Measures:**

Adequate supervision of students should always be maintained to minimise the occurrence of missing or left child incidents. Staff members should be assigned to monitor areas such as entrances, exits, playgrounds, and common areas where students may gather.

TAS has a clear check-in and check-out procedure to ensure accountability for each student. Authorised individuals should be designated for student drop-off and pick-up.

### **Reporting and Response Procedures:**

a) Immediate Action: When a student is noticed to be missing or left unattended, immediate action should be taken by staff members or responsible adults present. This includes conducting a thorough search of the immediate area and notifying other staff members.

b) Contacting Authorities: If the student is not found within a reasonable timeframe or if there are concerns about the student's safety, the appropriate local authorities, such as law enforcement or child protective services, should be contacted immediately.

c) Notifying Parents or Guardians: Parents or guardians of the missing or left student should be notified promptly regarding the situation. They should be provided with accurate and clear information about the incident, the steps being taken to locate and ensure the student's safety, and any assistance they may need to cooperate with the authorities.

d) Documenting the Incident: All details related to the incident, including the time, location, individuals involved, actions taken, and communications made, should be thoroughly documented. This documentation assists in the investigation, supports future preventive measures, and ensures transparency.

e) Cooperation with Authorities: The school should fully cooperate with the authorities during the investigation and provide any necessary information or resources to support the safe recovery of the student. f) Review and Improvement: Following any missing or left child incident, a thorough review should be conducted to evaluate the response procedures and identify areas for improvement. Any necessary adjustments should be made to enhance the effectiveness of the policy.

Staff Training: All school staff members responsible for the care and supervision of students should receive appropriate training on the missing or left children policy. This training should include the recognition of potential risks, reporting procedures, and the implementation of preventive measures. Regular refresher training sessions should be conducted to ensure staff members are up to date with the policy and any revisions.

Parent/Guardian Responsibility: Parents or guardians have a responsibility to inform the school promptly if they know they will be delayed or unable to pick up their child at the designated time. Open communication between parents/guardians and the school helps prevent incidents of children being left unattended.

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Name and position of staff reviewing	Christalla Aggeli - Proprietress