

## Missing Child Checklist



### INITIAL RESPONSE

First staff member who discovers a child missing MUST:

1. Call the office
2. State: " ..... is missing "

### Allocated Tasks

1. Search co-ordinated from Front Office by **Rhonda/Kim/Michael**. First 20 staff to front office to take maps and search allocated areas.
2. Staff at lunch (in staff room or classrooms) to join the search, some to the front of the school, others to the classroom, playground areas, garage, car park and Hydrotherapy Centre as allocated by co-ordination. Staff in street, take a mobile phone. Staff on duty to remain in the yard.
3. Staff may be asked to cover yard duty of senior personnel: **Rhonda, Michael, Kim, and Leading Teachers**
4. Phone calls to Fountain Gate Primary School (9703 1187) and Fountain Gate Secondary College (9796 6839)
5. Message over loudspeaker when the child is found – (external speakers as well as internal) – e.g. "Emergency Over". Staff searching in streets notified by mobile phone.
6. **If child is not found immediately – Rhonda, Kim and Michael** to co-ordinate the following:
  - a) Identify witnesses and take details in writing: **Kim/Michael**
  - b) Staff on yard duty to remain supervising students until directed to return to classrooms.
  - c) Telephone:

Police 000:	<b>Michael /Kim</b>
Parents:	<b>Rhonda Rawlings</b>
Emergency Management (1800 126 126):	<b>Rebecca Dunn</b>
  - d) Parents to be met if necessary: **Rhonda, Kim or Michael**.
  - e) Information re, medical status to be taken from file to give to the police if necessary: - **Rebecca/Katrina**
  - f) **Rhonda, Kim and/or Michael** to remain at school after hours until information received about recovery of the missing child.



### Missing Child Recovery Action Checklist

We will have an impromptu staff meeting when appropriate.

#### IF MISSING CHILD NOT RECOVERED

Tasks for Principal may include:

- Letter or phone call to parents of those most affected.
- Whole school letter to go out that afternoon if required
- on going liaison with appropriate outside agencies
- Make sure written record, critical incident and accident form is completed.
- Memorial Service arrangements if necessary.

Support for classrooms:

- Therapy sessions may be cancelled and staff used to assist in classrooms

Classroom/staff group to be kept together. Therapy staff to mind class if teacher unable to return to class.

