GUAHAN ACADEMY CHARTER SCHOOL

MISSING CHILD POLICY

**(Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Policy and Purpose**

The welfare of all our students at Guahan Academy Charter School (GACS) is our paramount responsibility. Children should never be allowed to leave the premises during school time without the permission of the proper personnel. However, it is possible that a child may leave the premises without the knowledge or permission of the teacher or administrator. This policy is put in place to give all staff, both teaching and non teaching, a clear understanding of how to respond and who to inform should a child were to be lost or go missing either from the school building, site or during an off-site outing. This policy is adopted to ensure that every action possible is taken for the quick and safe return of the missing child and that the child is given the appropriate level of safety and security consummate with the student’s age and emotional/behavioral maturity. It is the responsibility of the administrators to assure that all staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed annually, or earlier if following an incident.-6336-+6

**Steps to Keep Children Safe**

* Our procedures will always be managed with common sense and sound judgment. If a member of the faculty or staff takes a child out of school, that person is responsible for informing the parents and the school office and administrators.
* At all times, parents can be assured that all children remain within the safe environment of our school, including attendance at any outings. We ensure that proper precautions are taken to prevent children going missing.
* If any child is found to leave the premises without permission of the school and parents/guardians, they will be deemed to have broken the school’s code of conduct and the application of appropriate and proportionate sanctions will be considered by the administrator accordingly.
* It is the responsibility of the parents/guardians to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child/children.
* Particular care will be tken to register all children in each and every after-school activity. As a minimum, any unexplained absences will be reported immediately to the school office and to the administrator by the responsible teacher so that swift and immediate action will be taken. In the absence of the administrator from the premises at the time, the designated lead or program manager will always assume responsibility.
* No child leaves our supervision and care without an appropriate adult. In order to achieve this objective, we operate the following procedures at school:
* To prevent a child going missing, staff regularly conducts head counts of the students, particularly when returning to the classroom from outdoor activities, assemblies, PE, and other activities which have involved leaving the classroom. When preparing for lunch, returning from lunch, being excused, preparing for carpet time, etc., head counts are conducted again.
* When leaving the classroom to be excused, children are reminded to ask permission.
* Students are made aware of boundaries of play area on a daily basis. The school gates are closed throughout the school day.
* Students are supervised at all times; visitors must report to the school office and are recorded arriving and leaving.
* Permission from parents is obtained generically at the beginning of each academic year for any educational visits which are deemed as part of the school curriculum and once again specifically for any other trip.
* Students are instructed to contact the responsible teacher in the event of any unexpected incident or undesirable behavior in the first instance before contacting their parents directly. This is because it is GACS’ responsibility to safeguard the student’s health, safety and well-being while they are in the care of the school staff.
* After-school clubs will only take oplace when a completed registration of students is taken, the situation has been risk managed and GACS has obtained written consent from parents/guardians with contact numbers and details of how the students are to go home and with whom.
* Every effort will be made to maintain confidentiality and guard against publicity in accordance with GACS’ practice in maintaining confidentiality and any other obligations, rules and regulations.

**Protocol for Missing Children During School Hours**

**When a student is reported missing from a lesson/registration/lunch time or other school-based activity, the following procedures will be used:**

1. If a child is missing from a lesson, registration/lunch or other school-based activity, the teacher-in-charge should, in the first instance, ask other children in the class/group if the whereabouts of the missing child are known.
2. It is important that, whilst the children understand the seriousness and urgency of the situation, calm is maintained so that accurate information can be gleaned.
3. If the teacher-in-charge suspects that a child is deemed missing and cannot be located, he or she MUST contact the administrator immediately.
4. All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other staff, if necessary.
5. A full headcount will be taken by the teacher-in-charge and matched against the register.
6. Administrators will question last person to have seen the student.
7. The administrator and all available school staff (teacher assistants, school aides, counselors, etc.) will make a thorough check of restrooms, classrooms, conference rooms, storage areas and outside school grounds.
8. If not found within 5-10 minutes, administrators will complete an intercom all call over the entire school.
9. After a maximum of 10 minutes from the time of the initial missing child report was made, the administrator will call parents or guardians to inform them of the situation. All other relevant emergency contacts for the missing child will be used to inquire of the missing child.
10. When the parents/guardians are notified, the administrator may advise the parents/guardians to remain at home in case the child has managed to make his/her way home and to keep the telephone lines free as possible.
11. The administrator calls #911 to notify local law enforcement (Department of Public Safety); log time called and name of person to whom they spoke at least 30 minutes after finding out about missing child. The administrator will provide student information profile sheet with picture and a description of what the child was wearing and any other distinguishing features for law enforcement.
12. The administrator will contact the appropriate leadership to advise them of the situation and follow up with the outcome.
13. Staff should continue to conduct a thorough search even after the police has been called.

*\*If the child involved has special needs (particularly those who are assigned extra supervision), or staff is given any indicators that the child has run away, been abducted, or has been left in an unsafe location; staff is to notify law enforcement IMMEDIATELY and contact the administration building emergency line and special services office while they begin the initial check of the school.*

 **Protocol for Missing Children Before or After School Hours**

When it is reported that a student failed to make it home after school (or not made it to school in the morning), the following procedures will be used:

1. Whoever receives the missing child report informs the administrators.

2. Determine the route the student uses to get to the school or home:

1. If the student is a bus rider:
2. Contact DPW personnel stationed at the bus area immediately to report the situation. DPW will contact the driver(s) to determine if the child is currently on the bus and/or if the driver saw them get off the bus. DPW will also begin identifying any other buses, bus stops or transfer locations that need to be checked.
3. Check with the classroom teacher, and any other appropriate staff to determine the last time they were seen, and if they mentioned anything unusual about their plans.
4. Contact parent (custodial and non-custodial) or guardian, and other emergency contacts to determine if family members or friends may have picked up the child.
5. Search the building and grounds and continue contacting known siblings or friends of the student (including neighbors, classmates, other students on the bus) to determine the last time the student was seen and if they mentioned anything about where they were going.
6. Call #911 to notify appropriate law enforcement (Department of Public Safety), logging time called and name of person to whom they spoke.
7. If the student is a car rider: Find out from school staff watching car riders if student was there. If yes, identify with whom students went home. If not, follow Steps II – V above for bus riders.
8. If the student is enrolled in the After-School STARS Program:

 Find out if student went to STARS class. If yes, check who picked up student. If not, find out student’s homeroom teacher and where the student was last seen. Then follow steps II through V above in bus rider.

1. If the student is a walker: Contact school Crossing Guard (school staff walking with students) to determine if they were seen walking. If yes, find out who the student was walking with, which direction student was walking and where last seen. If not, follow steps II through V above in bus rider. Have student information profile sheet with picture (if available) for law enforcement.

**Protocol for Missing Children at an Outing away from School Setting**

When a student is reported missing at an outing such as field trips (where parents are not attending and responsible for their own child), the following procedures will be used:

1.    As soon as it is noticed that a child is missing, teacher-in-charge or staff who

 are with the group on the outing should ask children to stand with their

 designated person and carry out a headcount to ensure that no other child

 has gone astray. At least 2 adults must stay with the children.

2. One staff should immediately start to search for the child in the immediate

 vicinity.

3. If the child is found, parents/guardians will be informed when the child is

 collected that day. The situation will be explained and other protocols will be

 put into place to prevent this incident from recurring.

4. If the child is not found, then the lead teacher/staff contacts the venue’s

 security who will handle the search. The venue security will be made aware

 That parents/guardians are about to be contacted so some discretion can be

 used until this has been done.

5. If the child is not found within 5 minutes, the lead teacher/staff must then

 contact the police by calling 911 and report the child missing.

6. The lead teacher/staff should alert the school administrator that the police

 has been contacted. The administrator will make arrangements to notify the

 parents/guardians accordingly.

7. The advice of the police is followed.

8. All remaining children must be kept calm.

9. The lead teacher/staff will take the remaining children back to the school.

**Protocol for Missing Child Seen Running Off the Premises**

If, during the search, the missing child is seen leaving the premises, the teacher/staff witnessing this must inform the closest member of the staff available or, if none is available, send a message to the administrator via a reliable message without losing sight of the child if possible.

As a general rule, faculty/staff should not pursue a child beyond the school boundary. Instead, faculty/staff should report to the teacher-in-charge of the child if known where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The teacher/staff should then return to their normal duties unless directed otherwise by the administrator.

In certain circumstances, it may be appropriate for the faculty/staff to go beyond the school boundary, e.g. to retrieve a child who has accidentally wondered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but, in doing so, does not understand the gravity of his/her action. Faculty/staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such child. If a child is followed beyond the school boundary, the faculty/staff must behave in a manner that is not threatening to the child. They MUST NOT RUN after the chld as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans, faculty and staff should be mindful to put themselves or the child at risk.

**Special Consideration for Children with Elopement Tendencies**

If a student has elopement tendencies, the following proactive procedures should be considered and/or enacted:

\**If the child has special needs (particularly those who are assigned extra supervision), or staff is given any indicators that the child has run away or been abducted, notify law enforcement IMMEDIATELY and contact the administration building emergency line and special services office while they begin the initial check of the school.*

1. Special education staff should be informed of the extra supervisory needs of the student.
2. The student should be assigned to a staff member for visual supervision at all times. If responsibility rotates, all staff should be made aware of when they are responsible for visual supervision. Extra special care should be taken during recess and classroom transition times.
3. All building staff should be alerted of the student and be directed to return the student to the classroom, any time they should see the student without direct adult supervision.
4. Electronic door locks or door gates should be considered for classroom doors.
5. If student is with an adult outside of the classroom, the adult may wish to carry walkie-talkies in case the student runs and the adult needs assistance.
6. Everyday, a note should be made regarding what the student is wearing, in case a search needs to be initiated.
7. Make sure a picture of the student is readily available.
8. For students requiring specialized transportation, the bus should not drop students off at home unless a responsibleadult meets the school bus.

**PROTOCOL WHEN PARENT/GUARDIAN FAILS TO COLLECT A CHILD AT THE APPOINTED TIME**

At the end of the school day ~

1.    The child waiting to picked up at an appointed time is still not collected, the

   lead staff shall notify the administrator.

2. If the child is still not collected by 4:30 P.M., when the school is about to

 close, the parents/guardians should be contacted and messages left on

 home, work and mobile telephone numbers to say that the child is with the

 the administrator at the administration office.

During the school day ~

1.   If a child is due to be collected during the day, say for a medical appointment,

 and the parent/guardian fails to turn up, the child should re-join his/her

 activity and the school office should telephone the parent/guardian.

2. In all cases, once the child is collected, it is the responsibility of the

 Administrator handling over the child to contact all appropriate staff involved.

**INVESTIGATION and REPORT**

It is in everyone’s interest to resolve what has happened as quickly as possible consistent with a fair and thorough investigation and a written report.

* 1. When a missing child has been located and safely returned to school, the child’s family or the policy, the administrator shall conduct a full investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.
	2. The written findings of the investigation must be reported by the

Administrator within 48 hours of the occurrence of the incident.

* 1. Each key faculty and/or staff shall write an incident report detailing:
* The date and time of the incident
* What staff/children were interviewed for the whereabouts of

the missing child

* When the child was last seen at school or in the group/outing
* What has taken place at the school and/or in the group/outing

since then

* The time it was estimated that the child went missing
* A conclusion is drawn as to how the breach of security happened
* Children’s comments are also noted if applicable
	1. If the incident warrants a police investigation, all faculty and staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
	2. The incident is recorded in the incident book; the local authority and/or the administrator will decide if there is a case for prosecution.
	3. The administrator must inform the Board of Trustees of the incident, and the incident report is also filed with the Board
	4. A decision will also be made upon findings as to whether a staff disciplinary processes need to be followed
	5. As a result of the investigation: risk assessments, policies and procedures will be updated and all faculty, staff and families will be made aware of the changes made
	6. The parents/guardians of the child involved will be given information about the investigation (whilst maintaining confidentiality of any staff members and other children).

**MONITORING AND EVALUATION**

This policy and our procedures will be reviewed annually and more frequently following a near miss or missing child incident.

If, as a parent, you are not happy with the way that you or your child is treated by any member of faculty or staff, you should consider raising your concern with the administrator. You may find it helpful to refer to our formal complains procedure for guidance. This procedure emphasizes the importance of resolving any concerns informally and at the earliest possible opportunity. GACS expects our parents to share any concerns informally with us so tht we can continuously improve the quality of education at our school.

**GUAHAN ACADEMY CHARTER SCHOOL**

**MISSING CHILD PROFILE SHEET**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Height: \_\_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_\_ Eye Color: \_\_\_\_\_\_\_\_\_\_ Hair Color: \_\_\_\_\_\_\_\_\_\_**

**Glasses (Y or N):\_\_\_\_\_\_ Contacts (Y or N): \_\_\_\_\_ Clothing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT INFORMATION**

Child’s Home Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTAL INFORMATION**

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial Parent? YES/NO/N/A\_\_\_\_\_\_\_\_
Home Phone: \_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Custodial Parent? YES/NO/N/A \_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICAL INFORMATION**

Medical Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Medications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Allergies: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FRIENDS**

1. Friend Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Friend Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_