

Policy Name: Missing Child Policy		Policy Number: 412
Created by: Principal	Version: 1.0	Approved: October 2019

Policy Statement:

At Lakeside School, supervision, safety, and welfare of our students are our highest priority. Ensuring students are present, accounted for and safe is a vital role of the Principal, Administration and Faculty.

Principles and Procedures:

It is the parent's responsibility to ensure that their child arrives at school safely. If a student is absent and no reason for the absence has been established the office staff will attempt to contact the parent(s)/caregivers given for the student within a reasonable time. If the school is unable to establish a reason for the absence and it is not reasonable to assume your child is home safe, the Missing Policy may be enacted.

For safety and legal liability reasons, students must be supervised at all times. Faculty and staff will do informal checks of students, particularly if they are leaving the classroom, moving around school grounds, or attending field trips.

If a member of the faculty or staff is concerned that a student is missing they will check with Administration to see if there is an explanation for the absence and, if no explanation can be provided, the Administration staff and/or principal will immediately organize a search of the premises (both inside and out), the following steps will be taken:

- The child's teacher must establish where and when the child was last seen.
- Lock down the building by stationing faculty and staff at all exit doors.
- All available staff not stationed at the exits or supervising the other students will conduct a thorough search of all areas of the building and premises. It is expected to keep all other children calm and engaged in an activity while the majority of the faculty and staff search.
- A call to the parents will occur after 3 minutes.
- If the child is not found after searching for 5 minutes, call 911
- Submit an incident report as soon as possible

Following a missing child incident:

The Principal will give a full account of events to the parents of the child and the Board of Trustees. The School will cooperate fully with any formal investigation. The school will undertake a full written investigation of the incident up to the stage at which the child was found and, if necessary, the School's procedures will be adjusted.

Dismissal and Pick-up of Student(s)

At dismissal, a scheduled faculty supervisor will wait with students in the west playground. Faculty will only release a student into the care of their parent or other designated individual, whose name has been notified, in advance and in writing to the office administration. If such notice has not been received, the office administration will contact the parent(s) for authorization. Faculty will not release a student unless approved authorization has been determined.

If a student is collected from an off-site location (i.e. field trip), the parent must physically sign their child out with the teacher before leaving the site. If a student is being collected by anyone other than their parent, the School is to be advised in advance in writing. If the collecting adult is not known to staff, the student will have to return to school with a member of staff. Grade Five and Six students are permitted to leave school property unaccompanied if parents have advised the school, in writing, that they may do so.

Children are always fully supervised until they are collected.