



MISSING STUDENT

(as per Serious Occurrences)

- ❖ Immediately inform teacher in charge.
- ❖ Initiate search to confirm that the child is actually missing by exploring other possibilities (check washroom, classrooms, etc.).
- ❖ Inform office if child is not found within 5 minutes of being reported missing.
- ❖ Take necessary steps to ensure the remaining children are appropriately supervised.
- ❖ If offsite, use faculty staff to assist and contact bus if the bus was used to transport students.
- ❖ Call 911 /parent, guardian and/or emergency contact if child is not located.
- ❖ Principal/Vice-Principal to liaison with Police/parent/media as required.
- ❖ Document incident as required and fully co-operate with authorities as needed.