

## STATEMENT

We have a fundamental obligation to ensure the safety and wellbeing of students in our care. This procedure recognises that despite active and attentive supervision of students during teaching, break times and while out in the community a student may, due to unforeseen events, either be unaccounted for within the school or excursion or manage to leave the school grounds or excursion.

## RATIONALE

To activate a lost child emergency procedure which will establish the extent of the emergency and facilitate a planned response, which will secure the child's safety in the shortest possible time.

## IMPLEMENTATION

If a staff member reasonably suspects that a student has left the school grounds or a school approved activity, such as an excursion without authorisation, they should immediately notify a member of the leadership team so that all reasonable steps may be taken to discharge the duty of care owed to that student.

The Principal or nominee will

- Take immediate steps to establish whether the student has left the school grounds or a school approved activity.
- Take all reasonable steps to discharge the duty of care that is owed to the student
- Following the student and maintaining visual contact until the student returns to school or school-approved activity, or is in the company of the police or their parent, guardian or carer.
- Make contact with the student and encourage them to return to the school grounds or the school approved activity, to a safe place, stop the behaviour that is putting them at risk, or remain in the company of a suitable and responsible adult.
- Restraining the student in appropriate circumstances and in accordance with the Restraint of Student Policy, see: Restraint of Student  
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/restraint.aspx>  
for example where the student is about to step in front of a car or otherwise harm themselves.
- Search for the student, particularly if there is information available as to the student's potential whereabouts.
- Notify the Victoria Police if there is a reasonable concern for the safety of the student. Advise them of the missing student and the age, disability and vulnerabilities of the student and supply them with a current photo of the student.
- Notify the parent, guardian or carer of the student as soon as reasonably possible. Obtain any additional information and assistance that may assist in locating the student.
- Report the incident to the Department's Security Services Unit on (03) 9589 6266 as soon as practicable.

- Determine whether other students who are under the care and supervision of the school staff can be appropriately supervised whilst appropriate action is taken to manage the student who is missing from the school or the school approved activity.

After an incident in which a student has run away or gone missing from the school grounds or school approved activity, school staff should take the following steps:

- Report the incident to the parent, guardian or carer (if this has not already been done).
- Report the incident to the Department’s Security Services Unit ( if this has not already been done)
- Document the incident and the staff response to the incident
- Consider whether it is appropriate to conduct a Student Support Group meeting.
- Consider whether it is appropriate to develop a Behaviour Support Plan if there is not already one.
- Hold a debrief session for staff involved in the incident.

## REFERENCES

Police – Department protocols

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/police.aspx>

Restraint of Student Department Policy.

<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/restraint.aspx>

Safety, Security and Emergency Management.

<http://www.education.vic.gov.au/school/principals/management/Pages/emergency.aspx>

HVS Critical Incident Policy – 2016

Education and Training Reform Act – 2006

Education and Training Reform Regulations - 2007

**Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

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| <b>Ratified By Hume Valley School Council</b> | <b>November 2016</b> |
| <b>Review Date:</b>                           | <b>November 2019</b> |

