



## Missing Child Policy

*In all its policies, Marymount International School Rome seeks to act according to the ethos of the School as rooted in our school Mission and the Mission of the Religious of the Sacred Heart of Mary 'That all may have life and live it to the full'. Our commitment to this ethos and to being a Catholic school requires that we always strive primarily for diversity, equity, and inclusion within our community and in our interactions with the wider world. We consider these goals moral imperatives that go beyond legal requirements. In addition, the School undertakes a continual process of review to ensure that policies remain both effective and consistent with our ethos.*

Marymount International School Rome has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during lessons, at extracurricular events, or during outings.

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff must follow the procedures indicated below, in addition to the registration procedures set out in the Attendance, and Transport Policies.

In the unlikely event of a child going missing within / from school the following procedure will be implemented immediately:

### CURRENT PROCEDURE

#### Child Missing During the Day from Early Childhood

1. The Teacher has the responsibility to inform EC Coordinator (2277) and ES Principal/DSL (2257) or 0636291091 and ES Psychologist (2288/2262) that a child is missing.
2. The Principal/DSL or the EC Coordinator calls Guard at 06 36291010 or VOIP 2210 to inform of missing child.
3. EC and ES Secretary to remain by phone.
4. EC Coordinator, ES Principal/DSL, ES Psychologist and any available staff to sweep buildings, bathrooms, gardens, playground.
5. If student not found following sweep, Head of School is informed.
6. School wide Fire Drill.
7. EC Coordinator to notify parents.
8. Within 1 hour, if the child is not found, the Head of School will contact the Police on 112.
9. EC Coordinator to keep documentation of incident in student file.
10. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### Child Missing During the Day from Elementary School

1. The Teacher has the responsibility to inform the ES Secretary 2261, the Principal/DSL 2257 or 0636291091 and the ES Psychologist (2288/2262) that a child is missing.
2. The Principal/DSL or Psychologist calls the Guard at 06 36291010 or VOIP 2210 to inform of missing child.
3. ES Secretaries must remain in office by phone.
4. Principal/DSL, Psychologist and Learning Support or other available teachers sweep the building and playgrounds.
5. If student is not found following sweep, the Head of School is informed.
6. School wide Fire Drill.
7. The Principal/DSL must notify Parents.
8. Within 1 hour, if the child is not found, the Head of School will contact the Police on 112.
9. The ES Principal/DSL must keep documentation of incident in student file.
10. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### Child Missing During the Day from Secondary School

1. The Teacher or staff must inform the SS Secretary (2276) that a child is missing.
2. The Secretary from the Attendance Office calls the Nurse (2240), the Guard (2210), the College Counselor (2278) and the Teacher from former class. If student is in High School, the student's cell phone is called. Numbers available on PowerSchool.
3. The Secretary informs High School Assistant Principal - Pastoral/Middle School Assistant Principal - Pastoral (2270/2275) and Principal/DSL who start the search around campus (hallways, restrooms, bushes).
4. In the unlikely event the student is not found on campus, the Head of School is informed.
5. The Principal/DSL notifies the Parents.
6. Within 1 hour, if the child is not found, the Head of School will contact the Police on 112.
7. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### **NOT FOUND AT END OF DAY**

#### Child Missing at the end of day, during or after Extra-Curricular Activity, on Bus/Late-bus Child signed up for Extra-Curricular Activity

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal/DSL of the school from which a child is missing.
2. Immediately contact the Teacher and/or School Secretary, asking whether the child has been picked up at dismissal, or was dismissed early.

3. Immediately check the online activity attendance to see whether the child has shown up in another activity. Activities should continue to run as normal to avoid panic.
4. Immediately Check PowerSchool for attendance.
  - a. Early Childhood & Elementary - early dismissals are logged on paper in the Secretary's office
  - b. Secondary - all logged on Powerschool (code: ED, time indicated in the message)
5. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
6. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child.
7. Within 15 minutes, the DSL will contact the parent of the missing child.
8. Within 45 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
9. Within 1 hour, if the child is not found, the DSL or the Head of School will contact the Police on 112.
10. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### **NOT FOUND AT END OF DAY**

#### **Child supposed to take 3:40pm Bus**

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal/DSL of the school from which a child is missing.
2. Immediately hold all buses from departing campus and search all vehicles.
3. Immediately contact the Teacher and/or School Secretary, asking whether the child has been picked up at dismissal, or was dismissed early.
4. Immediately check the online activity attendance to see whether the child has shown up in an Extra-Curricular activity. Activities should continue to run as normal to avoid panic.
5. Immediately Check PowerSchool for attendance.
  - a. Early Childhood & Elementary - early dismissals are logged on paper in the Secretary's office
  - b. Secondary: TBC with Principal/DSL
6. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
7. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child.
8. As soon as it is confirmed that the missing child is not on any of the buses held on campus, release the buses for departure.
9. Within 15 minutes, the DSL will contact the parent of the missing child.

10. Within 45 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
11. Within 1 hour, if the child is not found, the DSL or the Head of School will contact the Police on 112.
12. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### **NOT FOUND AFTER EXTRA-CURRICULAR ACTIVITY**

Child has participated in Extracurricular Activity and expected on Late Bus

Not found after Extra-Curricular Activity

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal/DSL of the school from which a child is missing.
2. Immediately hold all buses from departing campus and search all vehicles.
3. Immediately contact the Activity Leader, asking whether the child has been collected from school or dismissed early.
4. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
5. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child.
6. As soon as it is confirmed that the missing child is not on any of the buses held on campus, release the buses for departure.
7. Within 15 minutes, the DSL will contact the parent of the missing child.
8. Within 45 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
9. Within 1 hour, if the child is not found, the DSL or the Head of School will contact the Police on 112.
10. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

## **NOT FOUND AFTER EXTRA-CURRICULAR ACTIVITY**

Parent is waiting for their child on campus, their child is participating in an activity.

### **Not found after Extra-Curricular Activity**

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal/DSL of the school from which a child is missing.
2. Immediately contact the Activity Leader, asking whether the child has been collected by another adult, or has gone to the Nurse or bathroom.
3. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
4. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child.
5. Within 15 minutes, the DSL will contact the parent of the missing child.
6. Within 45 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
7. Within 1 hour, if the child is not found, the DSL or the Head of School will contact the Police on 112.
8. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

## **NOT FOUND ON BUS**

Parent is waiting for their child at the bus stop.

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal DSL of the school from which a child is missing.
2. Immediately contact the Teacher and/or School Secretary, asking whether the child has been picked up at dismissal, or was dismissed early.
3. Immediately check the online activity attendance to see whether the child has shown up in an Extra-Curricular activity. Activities should continue to run as normal to avoid panic.
4. Immediately Check PowerSchool for attendance.
  - a. Early Childhood & Elementary - early dismissals are logged on paper in Secretary's Office
  - b. Secondary: TBC with the Principal/DSL
5. Immediately contact the Bus Company Director and Drivers of all the other bus lines. Ensure that all other bus lines are checked for the missing child. Note that the child may be sleeping.
6. If the child/children is found on another bus:
  - a. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child and of the resolution.
  - b. Arrange immediate transportation for the child to the parent. Use judgment as to whether the child should be accompanied.

7. If the child is not found on any buses:
  - a. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child. The DSL will trigger a search of the campus.
  - b. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
8. Within 15 minutes, the DSL will contact the parent of the missing child.
9. Within 45 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
10. Within 1 hour, if the child is not found, the DSL or the Head of School will contact the Police on 112.
11. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.

### **NOT FOUND ON "LATE BUS"**

Parent waiting for child at the "Last Bus" stop. Not found on "Late Bus"

1. The responsibility for performing the tasks below lies with the School Bus & Extra-Curricular Activities Coordinator. In the Coordinator's absence, this is delegated to the Principal/DSL of the school from which a child is missing.
2. Immediately check the online activity attendance to see whether the child participated in an Extra-Curricular activity.
3. Immediately contact the Activity Leader, asking whether the child has been collected by another adult. Immediately contact the Teacher and/or School Secretary, asking whether the child has been picked up at dismissal, or was dismissed early.
4. Immediately Check PowerSchool for attendance.
  - a. Early Childhood & Elementary - early dismissals are logged on paper in Secretary's Office
  - b. Secondary: Early dismissals are logged onto Powerschool
5. Immediately contact the Bus Company Director and Drivers of all the other bus lines.
  - a. Determine whether the child rode one of the regular bus routes instead of the late bus.
  - b. Ensure that all other late bus lines are checked for the missing child. Note that the child may be sleeping.
6. If the child/children rode a regular bus route:
  - a. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child.
  - b. Immediately contact the parents to inform them that the child rode the regular bus route.
  - c. If the parents were not aware of the child riding the regular bus, the DSL or Head of School will immediately contact the Police on 112.
7. If the child/children is found on another late bus:

- a. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child and of the resolution.
  - b. Arrange immediate transportation for the child to the parent. Use judgment as to whether the child should be accompanied.
8. If the child is not found on any other late bus:
  - a. Immediately contact the Designated Safeguarding Lead (DSL) at the following number: 06 3629 1091. Inform them of the missing child. The DSL will trigger a search of the campus.
  - b. Immediately contact the Guards on 06 36291010 or VOIP 2210 and inform them of the missing child. They will immediately lock the gates and no entrance to or exit from the campus will be permitted.
9. Within 15 minutes, the DSL will contact the parent of the missing child.
10. Within 30 minutes, if the child is not found, the School Bus & Extra-Curricular Activities Coordinator will call a fire drill and all persons on campus will gather at the assembly point on the front lawn.
11. Within 45 minutes ~~hour~~, if the child is not found, the DSL or the Head of School will contact the Police on 112.
12. Upon arrival of the Police, the Head of School will assume responsibility for the School's involvement in the search effort. The Police may request that the School desist from further involvement.