

MISSING CHILD

Background

District personnel have a responsibility to act quickly when they have reasonable and probable grounds to believe that the survival, security or development of a child is endangered.

Procedures

1. When the initial report of a missing child is received at the school, the Principal/Vice- Principal or designate will obtain full details of the missing child from the source. Examples may be: physical description of the child, what they were wearing, places they may go, contact information of others who might know their whereabouts, last person who spoke to or saw the child, is this out of character, etc, directionality and method of travel.
2. The police will be notified without delay (call 911). A file number is to be obtained from the police. Let the police know that you will make initial attempts to locate the child. Also, let the last person who saw or spoke to the child know that they will likely be needed to be available for a statement to police.
3. A concurrent attempt to locate the child will be conducted by school staff. The police may give some direction to the school, for example:
 - 3.1 call parent
 - 3.2 call friends
 - 3.3 talk to child's teacher.
4. The Principal/Vice Principal or designate will contact the Assistant Superintendent responsible for the school.
5. After following the initial directions and the child is not located, the police shall be contacted again (call 911). The police officer assigned to the file will contact the school. If the child is found, notify the police immediately.
6. A police investigation/follow-up will continue.
7. The police, school, and district will be advised as soon as possible when the child is located.

Reference: Section 65, 85, School Act

Revised: October 2025