



### **Missing Child Policy**

1. Immediate Reporting : Teachers and school staff must immediately report if a child is unaccounted for.
2. Parent/Guardian Notification : School contact parents or guardians as soon as they realize a child is missing.
3. Police Notification : If the child cannot be located quickly, the school notifies local law enforcement.
4. Emergency Procedures : Schools may initiate lockdown or other emergency procedures to secure the campus.
5. Search Protocol : Staff are mobilized to search the school premises and surrounding areas, while learners remain in their classes and are monitored by the leaders of the centre.
6. Communication Plan : A communication plan is established to keep parents, staff, and emergency responders informed.
7. Record Keeping : Detailed records of the incident are maintained for future reference and analysis.
8. Review and Training : Regular reviews and training for staff on missing child procedure.

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*Invest in Quality Education*

111 Cowen Ntull Street \* Golfsg \* Middleburg \* 1050  
Cell: 084 372 6353 (Kirsten) \* [kirleej81@gmail.com](mailto:kirleej81@gmail.com)

**Kirsten Jewitt (Head Mistress)**