

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 337
PROCEDURE:	CHILD MISSING OR KIDNAPPING		

BACKGROUND

There can be several explanations for a child who has been noted as missing in school:

- ◆ Student walks off the school property or runs away.
- ◆ A non-custodial parent takes the child without consultation with the custodial parent.
- ◆ A kidnapping is witnessed.
- ◆ An abduction is reported by a telephone call, note, or hearsay.

PROCEDURES

1. Preventative activities which may help avoid child kidnapping situations are as follows:
 - 1.1 School secretary is to have at her desk a list of students who are not to be released to anyone except a particular parent or guardian.
 - 1.2 Refer all requests for release of individual students to the office prior to their departure from school; require a written student release note or phone call from parents.
 - 1.3 Before releasing a child to anyone except a parent or guardian on the list, the school secretary is to check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval is to be made and kept.
 - 1.4 When a parent telephones a request that a child be released from school, the identity of the caller is to be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number is to be written down; a return call is to be made after cross-checking the phone number with those on file.
2. Checklist
 - 2.1 Conduct an immediate search of the school building and grounds.
 - 2.2 Immediately after it has been determined that a child has been lost/taken, contact the RCMP.
 - 2.3 Contact the parents of the child involved. Establish a communication plan with them, if necessary.

- 2.4 Principal assures that the following steps are taken if abductor is suspected:
 - 2.4.1 Building lockdown is initiated.
 - 2.4.2 Confidential notice is sent to all teachers informing them of the situation.
 - 2.4.3 All teachers are directed to take roll and report any missing students to the office.
 - 2.4.4 Witnesses are sequestered for police interview.
 - 2.4.5 Caretaker cordons off area in which the alleged kidnapping occurred. Staff member guards the crime scene until police arrive.
 - 2.4.6 After consultation with the police department, Principal identifies available staff for a sweep of the building. Caretaker accompanies staff members to provide access to locked areas such as boiler room.
 - 2.4.7 Office staff gathers the following information for police to use - school picture of student, description of clothing worn, personal data such as age, weight, height and identifying marks, significant data from student record such as disciplinary actions. Additionally, data from family and emergency cards are to be shared with police.
 - 2.4.8 List of staff members who are not in attendance.
- 2.5 Call the Director.
- 2.6 Identify a team to work on the crisis. Designate personnel to deal with phone communications, etc., and other administrative staff to assist as appropriate. If the incident occurs during the school day, classroom routine is to be maintained.
- 2.7 Pull the school picture of the child and obtain a full description of the child (including clothing) to assist the RCMP.
- 2.8 In cases of kidnapping, obtain from witnesses a description of the suspect.
- 2.9 When the child is found, contact the Director, notify teachers, and complete the Crisis Team Report.
- 2.10 Prepare a memo to staff outlining the situation. Give factual information, as appropriate, to allow them to respond to student questions.
- 2.11 Prepare an appropriate memo to parents.
- 2.12 If appropriate, arrange for counselling assistance for students and staff.
- 2.13 Call an emergency staff meeting.

3. Follow-up Response:

Principal assures that the following steps are taken:

- 3.1 Develop plan for working with parents who are concerned about the welfare of their own children.
- 3.2 Follow existing procedures for dismissal.
- 3.3 Consult with school counsellor to develop a follow-up plan to deal with children's and staff members' concerns.

- 3.4 Develop a letter to be sent home to parents with students at the end of the school day informing them of the incident and the measures taken to assure the safety of all students. This letter is to be developed with the Director and the RCMP.
- 3.5 Contact appropriate parties as needed when child is located.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

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