

TAMOS Education is committed to the duty of care we have for every student and child left under our supervision. In the unlikely event of a child, going missing within/from the School, we will implement the following procedures immediately.

### Stage 1

- All staff will be informed and will make an immediate thorough search of their immediate areas building;
- Teachers and staff not supervising students will carry out a check of all possible areas including but not limited too; toilets, cupboards and outbuildings and car park;
- A member of staff leaves the school to search the surrounding roads;
- A senior member of staff will investigate in order to establish the time of the last sighting, what clothes the child was wearing, the state of mind of the child [happy, upset etc.]

### Stage 2

If the child is not accounted for:

- The staff will continue searching for the missing child;
- The Administration office will contact the Police and apprise them of the situation giving description and details on the child;
- The child's homeroom teacher will contact the parents/guardians of the missing child apprise them of the situation and elicit the following information:
  - The normal route the child would take home?
  - Friends or relatives they may have gone to?
  - Did the child have permission to leave the school?
  - Any other information that may help with the search?

### Stage 3

If the child is not accounted for:

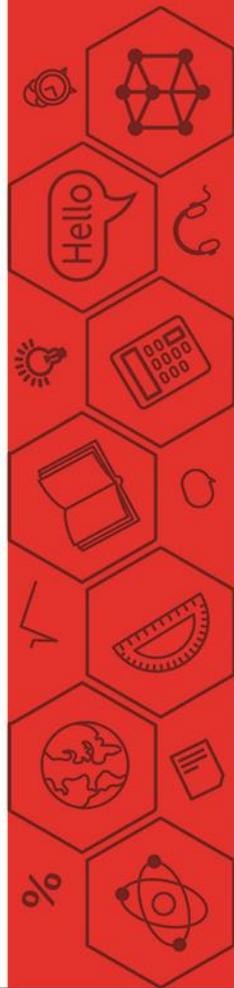
The child's teacher and other Senior Management staff will meet with the Police and parents/guardians and further instructions will be taken from the police.

### GENERAL

Telephone lines will remain as free as possible so as not to delay messages.

Record all incidents in writing in the incident report book.

The student body remain supervised throughout.



**Implemented: March 2019**

**Выполнено: март 2019 г.**

**Орындалды: 2019 жылдың наурыз айы**

**To be reviewed: March 2020**

**Подлежит рассмотрению: март 2020**

**Қайта қарау: 2020 жылдың наурыз айы**



General Director

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