Mary MacKillop Catholic Regional College South Gippsland

Missing Student Procedure – Check list

(Code Green)

Name of Missing Student: _____

Homeroom: _____ Date:_____ Time: _____

Ratified – February 2025, to be Reviewed February 2027

Every effort is made to ensure the safety of the students at Mary MacKillop Catholic Regional College whilst they are in our care. This procedure sets out how the College maintains safety and dealing with the unlikely event of a student going missing, following our Emergency Management Plan.

Sequence	Action	Responsibility	Checked ✓ or X
1	• **All rolls are to be marked at the beginning of each lesson, accurately** • All class passes to be created as soon as student is not in regular class	Teachers Person in charge of student/group	
2	• Teacher to advise admin if a student missing	Name of Teacher	
3	• Admin to establish missing person's name, a clear description, any distinguishing features, location last seen and any other critical or useful information.	Admin Details to be added above	
4	• Admin to check if student has been seen by a staff member, by double checking the roll ensuring the roll hasn't been marked incorrectly or is with another member of staff ie music lesson, meeting, Library etc.	Admin	
5	• Admin to advise a member of the Executive or a Director who becomes Chief Warden and Communication Officer. (If Executive or Directors are absent next in line is a Wellbeing Coordinator).	Admin	

6	• Chief Warden to collect and distribute walkie talkies to staff available who become Wardens	Chief Warden/Communication Officer.	
7	• Chief Warden advises wardens where to look for missing student – sweep of College is performed.	Chief Warden/Communication Officer.	
8	• Wardens attend areas as requested to search for student, including one in the main car park (in case student leaving grounds). • Wardens report back via radio found/not found student and return to admin	Wardens	
9	• Chief Warden may advise admin to send email to all staff • Chief Warden (or Admin) may make announcement - **Code Green, all staff to check emails.**	Chief Warden/Communication Officer	
10	• Student found - search over - NOTES		
11	• **If Student is not found** Chief Warden/Communication Officer will contact parent/guardian to advise student is missing.	Chief Warden/Communication Officer	
12	• If after 20 – 30 mins student has not been found Chief Warden/Communication Officer will call Police.	Chief Warden/Communication Officer	
13	• Missing Person Checklist to be completed by Admin and given to Chief Warden	Admin	
14	• Chief Warden/Communication Officer to speak with Police on arrival and give them Missing person report.	Chief Warden/Communication Officer	