

SEMINARY OF CHRIST THE KING

SAFETY PROCEDURES AND DRILLS

SEMINARY OF CHRIST THE KING | PO BOX 3310 | MISSION, BC | V2V 4J5 | PHONE: 604-826-8715 | FAX: 604-826-8725

Missing Youth Action Plan

Protocol

This protocol refers to students who are registered and live at SCK and go missing during the school day without a satisfactory explanation. **A student is determined to be missing when the student is unreasonably late and his whereabouts are unknown.**

Procedure

Once a student is identified as missing by any member of school staff, the Rector will be immediately informed. The Rector will assemble the **Designated Safeguarding Team**, consisting of formators and designated monastic members.

Assess the Risk

To protect students and err on the side of safety, the Seminary responds to unexpected absences with the assumption that the student is at risk. The Designated Safeguarding Team will risk assess the urgency of the situation, taking into consideration contributing factors such as:

- The mental or emotional state of the missing student (e.g., emotionally distraught, suicidal or likely to cause harm to self or others).
- Extreme weather (no coat, boots, etc.) or other physical conditions (e.g., terrain).
- It is out of character for the student to be missing or has this happened before?
- Past concerns about this student and family which together with the sudden disappearance are worrying?
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about how the student was associating with other students?
- Was there any significant incident prior to the student's unexplained absence?
- Has the student been a victim of bullying or has the student bullied others?
- Are there health reasons to believe that the student is at risk? (e.g., does the child need essential medication or health care?)
- Was the student noted to be depressed prior to his unexplained absence?

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If the Rector suspects a student is in immediate danger, he will call 9-1-1 before contacting the student's emergency contact in order to request urgent action from the police. The Rector will inform the student's emergency contact as soon as possible after contacting the police. If the student is deemed not to be in immediate danger, the Designated Safeguarding Team will conduct a preliminary search for the missing student before contacting the police. The preliminary search will be completed within 6 hours after the initial determination that the student went missing.

Preliminary Search for the Missing Student

The Rector will ensure that he has a cell phone with him at all times. The Prior will notify members of the monastic community and staff. The Rector will notify:

- The students;
- The custodial parent or guardian;
- The Abbot, Prior, and
- The school parents and other relevant parties.

The Designated Safeguarding Team may use any or all of the following resources to assist in searching for the student:

- Actively seek to contact the missing student directly by calling his cell phone number and email address.
- Actively seek out anyone who may know the student's current or recent activity including other students and members of the monastic community and identify the date, time and location the missing student was last seen.
- Actively identify and check (where possible) likely locations where the student may be, including the student's dorm, Seminary and Abbey buildings and grounds
- Identify the general routine or habits of the missing student including any recent changes in behavior or demeanor
- Visit off site locations such as the corner store
- Contact any on or off-campus known friends of the missing student
- Review security camera footage, if available

Making a Report of a Missing Student

If the Designated Safeguarding Team is unsuccessful in locating the missing student within 6 hours of the initial determination that the student went missing, and the Rector will:

- Call the Police

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Once a report has been made to Police about a missing student, the Rector will ensure that the necessary information is provided to the involved Police at the time the report is made. Any new or additional information pertaining to the missing student that becomes known after the initial Report to Police has been made must be provided to the Police immediately.

After the Missing Student is Located

Option 1 – if the Designated Safeguarding Team locates the student before the police, then the Police must be informed and the school will follow SCK’s Subsequent Procedures. The Rector will invite the Police to conduct a safe and well interview with the student.

Option 2 - if the student returns to school of his own volition, then the Police must be informed and the school will follow SCK’s Subsequent Procedures. The Rector will invite the Police to conduct a safe and well interview with the student.

Option 3 - if the police locate the student and bring him back to the school, the Police will conduct the safe and well interview and the school will follow SCK’s Subsequent Procedures.

Subsequent Procedures

- If the missing student has any observed or suspected physical injuries, or has experienced any form of emotional /psychological trauma while missing, the Rector will arrange for appropriate treatment and support for the student.
- The Rector will conduct debriefing with the student and develop a plan with the student and other relevant persons such as the student’s formator and parents.
- The Rector will write a report concerning the missing student and the report will be kept in the student’s file in the Rector’s Office.
- The Rector will arrange for emotional support to other students by bringing in a school counselor.
- The Rector will conduct a debriefing session with students, parents, formators, and Designated Safeguarding Team.
- If the Rector determines that the student is not at risk and willingly chose to leave, this may indicate a readiness on the part of the youth to leave the Seminary.

