



AISL  
**HARROW**  
NANNING 南宁

## Missing Child Policy 失踪学生追寻流程

### Boarding:

- Initial sweep conducted by Matron, with boarding staff communicated with
- **After 30 minutes, contact Line Manager for Boarding (DH), who will contact the Head of Security, Headmaster and begin coordination**
- All boarding students contained in the prep rooms or bedrooms
- Matron to check security cameras
- Staff Support group contacted by Boarding Housemistress/ Master if more help is needed (Stefnie, Brad, Will, Charles, Luna, Neil, Filip, Tim with zones assigned)
- **After 1 hour, contact to be made home by the Matron**
- Following this, coordination with parents is dependent on the case
- Emergency meeting arranged (time dependent on the case) with parents, child, DH and Housemaster/mistress. Consequences to be decided case by case
- For repeat offenders, implement additional procedures, such as buddy system or escorted by matron throughout the day.

### 如果事件发生在寄宿部:

- 宿管老师第一时间初步调查，并迅速通报寄宿部各位教职员工。
- **30 分钟后还未找到失踪学生，直接上报寄宿部直线负责人即副校长，副校长将联系学校安全主管以及校长和总督学，并即刻展开调查协调工作。**
- 即刻通知所有寄宿部的学生在自习教室或自己寝室集中。
- 宿管检查监控录像，找寻学生踪迹。
- 如果需要额外支持，则舍监即刻通知包括 Stefnie, Brad, Will, Charles, Luna, Neil, Filip, Tim 在内的协调小组成员协助调查。
- **一个小时后还未找到失踪学生，则由宿管老师直接联系家长。**
- 随后学校将根据实际情况，与家长沟通协商解决方案。
- 召开包括家长，孩子以及副校长和舍监在内的紧急会议，具体开会时间根据实际情况而定。会议将讨论后续处理方案。
- 对于屡次有故意失踪行为的学生，学校将采取一些手段和处理方案，比如互助小组或安排宿管专门监督学生。



AISL  
**HARROW**  
NANNING 南宁

### In School time:

- Initial sweep conducted by TA and/or Homeroom teacher
- Head of Phase contacted after 5 minutes in HLL or 10 minutes in HILA, TA/HR teacher returns to class
- Head of Phase to alert SLT via WeCom and contact Head of Security
- The PA for the Head of Phase to check security cameras and report back any sightings
- If child is found, place in the Head of Phase office for further investigation
- **If unfound after 1 hour, contact to be made home by Parent Liaison Officer**
- Following this, coordination with parents is dependent on the case
- Emergency meeting arranged (time dependent on the case) with parents, child, DH and Head of Phase, Consequences to be decided case by case
- For repeat offenders, implement additional procedures, such as buddy system or escorted by a member of staff throughout the day.

### 如果事件发生在日常上课时间:

- 助教/主班老师第一时间初步调查，并迅速通报相关教职员工。
- 学部校长展开调查，如哈罗小狮幼儿园展开 5 分钟的迅速查找，南宁哈罗礼德学校展开 10 分的迅速查找。助教/主班老师则回到本班教室。
- 学部校长通过企业微信通知学校核心管理团队并联系安全主管。
- 各学部校长助理到监控室调查监控视频，将调查情况汇报至各学部校长。
- 如果失踪学生已找到，则将其领至各学部校长办公室进行进一步的调查。
- **如果一个小时后仍未找到失踪学生，则由家校联络官联系家长。**
- 随后学校将根据实际情况，与家长沟通协商解决方案
- 召开包括家长，孩子以及副校长和学部校长在内的紧急会议，具体开会时间根据实际情况而定。会议将讨论后续处理方案。
- 对于屡次有故意失踪行为的学生，学校将采取一些手段和处理方案，比如互助小组或安排由一名教职员工专门监督学生。