



## Superintendent's Circular

NUMBER:  
SAF-09  
Version 01

### LOST CHILDREN PROCEDURES

*This Circular will remain in effect unless rescinded or superseded by a subsequent version*

From time to time, students may be “lost” — that is, a student leaves home in the morning but does not arrive at school, or a student arrives at school but is missing later in the day, or the student may leave school at dismissal and not arrive at home. The following are standard procedures to follow whenever any of these scenarios should happen.

#### STANDARD PROCEDURES

The first receiver of information will:

- Gather as much information as possible from the person reporting the lost child, including name, student number, school address and phone number, bus stop, bus number, names of friends/classmates, if known, clothing description, and the name and phone number of the caller.
- Notify Safety Services: Inform the safety specialist assigned or present at the building, and they will inform BSP dispatch. If there is not a safety specialist at the school, the designated school staff should call Safety Services dispatch at 617-635-8000 to initiate immediate support.
- Notify the appropriate official: operational leader and school superintendent.
- Notify the principal/head of school and/or program director.

**The principal/head of school or program director will:**

- Contact the student's parent/guardian.
- Contact teacher(s), student(s), and other(s) who may have information about the lost student.

**The operational leader or the school superintendent will:**

- Make every effort to assist in locating the student.
- Once the child is located, arrange to get the child home. BPS Transportation may be used as needed, subject to availability.
- Notify the first receiver of information and principal/head of school of the child's school that the child is located.

**Safety Services will:**

- Notify Boston Police and assist in coordinating the search process for lost children.
- If a transported student, call the bus company (who in turn will call the bus driver) and check students who travel on the same bus.
- Notify the Superintendent's Office.

**IF LATE SITUATION:**

**Safety Services will:**

- Coordinate search process for lost children
- Update parent/guardian of the situation and assure him/her of continued efforts
- Provide parents/guardians with telephone numbers of central Transportation and Safety Services as additional resources
- If the student is transported, call the bus company, who in turn will call the bus driver, and check students who travel on the same bus
- Notify the Superintendent's Office
- Notify the Boston Police Department
- Notify the first receiver of information, principal/head of school, Transportation, and Superintendent's Office that the child is located.

If the Boston Police Department finds a child wandering, it informs BPS Safety Services of the located child. Boston Police will arrange to get the child home.

**IMPORTANT TELEPHONE NUMBERS**

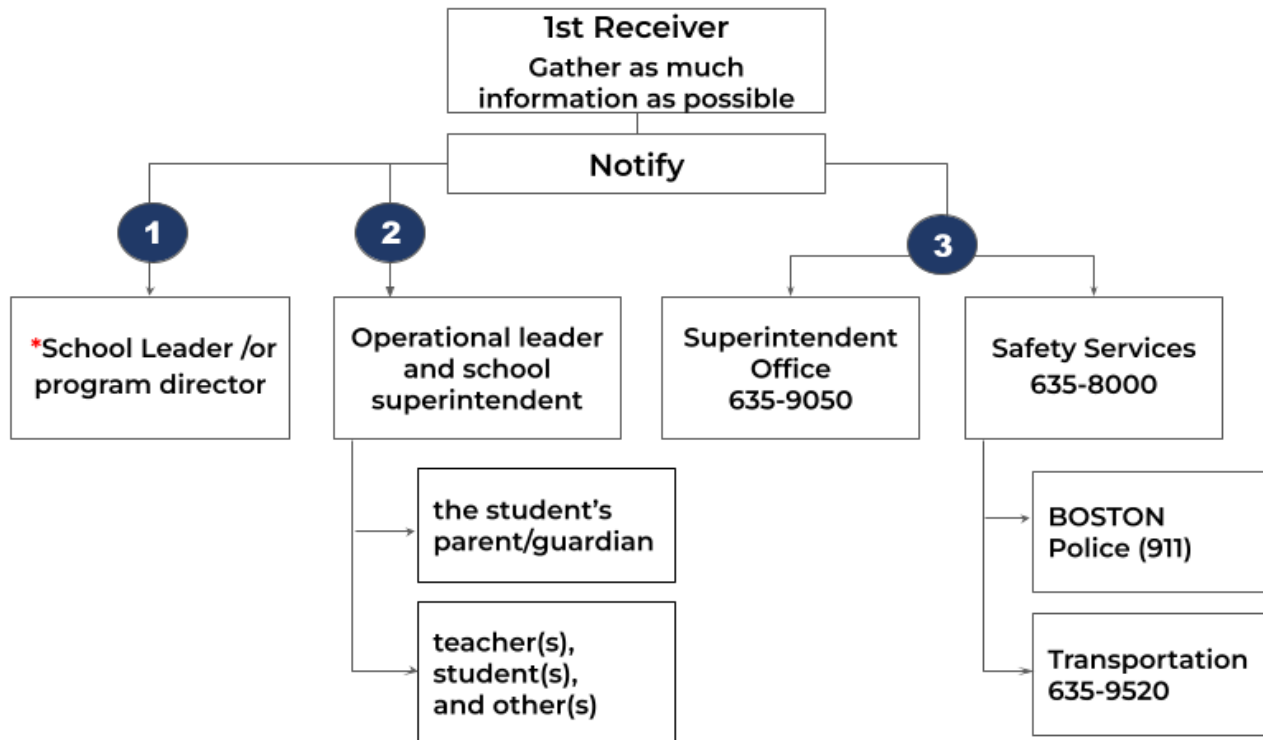
Boston Police Department.....	911
BPS Department of Safety Services.....	617-635-8000
Assistant Superintendent .....	617 293-7048
Central Transportation.....	617-635-9520
Transdev (Bus Company).....	617-603-7800
Superintendent's Office .....	617-635-9050

**For more information about this circular, contact:**

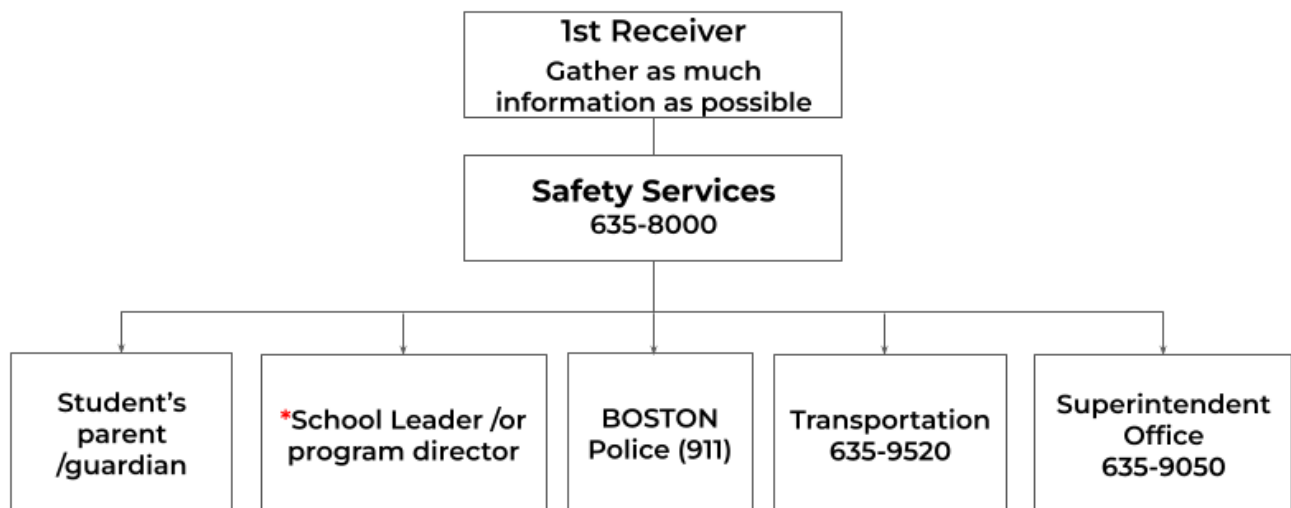
Owner:	Chief of Safety
Department:	Safety Services
Mailing Address:	213 Townsend Street, Dorchester, MA 02121
Phone:	617-635-8000
Fax:	617-635-8006
Email:	<a href="mailto:Operations-Department-Heads@bostonpublicschools.org">Operations-Department-Heads@bostonpublicschools.org</a>

Mary Skipper, Superintendent

## Lost Children Standard Procedure



## Lost Children / Serious Late Situation Procedure



\*School Leader or program director advises parents/guardians to call 911 and file a missing file report. Only used for Bus student.

**BOSTON PUBLIC SCHOOLS  
INCIDENT REPORT**

*Obtain as much of the following information as possible:*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Student # \_\_\_\_\_

Speaks English: ☐Yes ☐No Language: \_\_\_\_\_

Spec. Needs ☐Yes ☐No

Name of Parent/Guardian: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (Home): \_\_\_\_\_ (Emergency): \_\_\_\_\_

Place of Incident: \_\_\_\_\_ Bus # \_\_\_\_\_

Description of Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Need Medical Help? ☐Yes ☐No Type of Help? \_\_\_\_\_

Request for Medical Transportation? \_\_\_\_\_

Student Sent to Hospital? \_\_\_\_\_

Parent Contacted? \_\_\_\_\_ Time? \_\_\_\_\_

Names of Child's Friends/Classmates/Witness \_\_\_\_\_

\_\_\_\_\_

**(Use next page for additional information)**

***Notified Parties***

Parent/Guardian: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

School Leader: \_\_\_\_\_

School Leader Signature: \_\_\_\_\_

Safety Notified/Time: \_\_\_\_\_ Contact Person: \_\_\_\_\_

School Supt's Office Notified/Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

----- *End of the Incident Report* -----

**BOSTON PUBLIC SCHOOLS**

**LOST CHILD REPORT**

*Obtain as much of the following information as possible:*

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Student # \_\_\_\_\_

Speaks English: ☐Yes ☐No Language: \_\_\_\_\_

Spec. Needs ☐Yes ☐No

Name of Parent/Guardian: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (Home): \_\_\_\_\_ (Emergency): \_\_\_\_\_

Place of Incident: \_\_\_\_\_ Bus # \_\_\_\_\_

Description of Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Need Medical Help? ☐Yes ☐No Type of Help? \_\_\_\_\_

Request for Medical Transportation? \_\_\_\_\_

Student Sent to Hospital? \_\_\_\_\_

Parent Contacted? \_\_\_\_\_ Time? \_\_\_\_\_

Names of Child's Friends/Classmates/Witness \_\_\_\_\_

\_\_\_\_\_

**(Use next page for additional information)**

*Caller's Information*



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Caller's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to Child

☐ Parent ☐ Other \_\_\_\_\_

*Specify: Relative (Aunt, Grandfather, etc.), Friend, Teacher, etc*

*Notify the Following Parties:*

☐ Principal / Head of School      Notified Time \_\_\_\_\_

☐ Safety: 635-8000      Notified Time \_\_\_\_\_

☐ Operational Leader      Notified Time \_\_\_\_\_

☐ Boston Police: 911\*      Notified Time \_\_\_\_\_

*\* (If child not found within 1 hour of drop-off or by 4:30 p.m. or if warranted by other circumstances)*

*Important Telephone Numbers:*

<b>Welcome Centers:</b> <ul style="list-style-type: none"><li>• Dorchester 635-8015</li><li>• East Boston 635-9597</li><li>• Roxbury 635-9010</li><li>• Roslindale 635-8040</li></ul>	<b>TransDev (Bus Company):</b> <ul style="list-style-type: none"><li>• Readville Yard 532-2580</li><li>• Washington St. Yard 532-2560</li><li>• Charlestown Yard 532-2550</li><li>• Freeport St. Yard 532-2570</li></ul>
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☐ Resolved \_\_\_\_\_  
*Date/Time*

----- *End of the Lost Child Report* -----