SILVER TREE
STEINER SCHOOL

Child Abduction Response Policy

2026

This policy applies to: Teachers, parents and students

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Child Abduction Response Policy

1. Objective

To establish a framework for preventing, responding to and managing actual, attempted or suspected child abduction incidents, ensuring the safety and wellbeing of students and compliance with legislative and child safety obligations.

2. Purpose

The School is committed to providing a safe environment for all students. This policy outlines the School's approach to preventing and responding to actual, attempted or suspected child abduction incidents and supporting the safety and wellbeing of students.

3. Scope

This policy applies to:

- Employees;
- School Board members;
- Students;
- Parents and carers; and
- Other members of the School community where relevant

4. Definitions

- **Child Abduction**

  The unlawful taking, detention, concealment or removal of a child from the lawful care of their parent, guardian or other responsible person.

- **Attempted Child Abduction**

  Any act or behaviour intended to unlawfully remove, detain or entice a child that does not result in the child's removal.

- **Suspicious Behaviour**

  Any conduct that appears unusual, inappropriate, or potentially harmful, particularly when directed toward children.

- **Reportable Incident**

  An incident that must be reported to the Department of Education under the Non-Government School Registration Standards.

- **Protective Behaviours**

  A personal safety curriculum that teaches children to recognise unsafe situations and seek help from trusted adults.

5. Policy Statement

The School recognises that the safety and wellbeing of students is paramount.

The School will:

- Take all reports or concerns relating to actual, attempted or suspected child abduction seriously;
- Respond promptly to concerns regarding the safety of a student;
- Notify and cooperate with Western Australia Police and other relevant authorities as required;
- Provide appropriate support to affected students, families and staff;
- Maintain accurate records of incidents and actions taken; and
- Promote student safety and protective behaviours within the school community.

6. Roles and Responsibilities

Head of School

The Head of School is responsible for:

- Ensuring the implementation of this policy;
- Coordinating the School's response to an incident;
- Liaising with relevant authorities;
- Communicating with and supporting affected families and the school community, including providing timely information where appropriate; and
- Ensuring incidents are reviewed and recorded appropriately.

Staff

Staff are responsible for:

- Immediately report actual, attempted or suspected child abduction concerns in accordance with School procedures;
- Supporting student safety and wellbeing;
- Remaining alert to concerns regarding student safety; and
- Maintaining the confidentiality of information relating to students and families in accordance with the School's *Privacy Policy* and legal obligations.

Students

Students are encouraged to:

- Report unsafe, suspicious or concerning behaviour;
- Follow safety instructions provided by staff; and
- Participate in age-appropriate safety and protective behaviour education.

Parents and Carers

Parents and carers are encouraged to:

- Notify the School of any concerns regarding student safety;
- Ensure current emergency contact information is provided to the School; and
- Cooperate with school and police investigations when required.

7. Prevention and Awareness

7.1 Child Safety Culture

The School promotes a child-safe culture that prioritises the safety, wellbeing and protection of students.

7.2 Staff Training

Staff will receive training relevant to their child safety, safeguarding and emergency response responsibilities, including:

- the School's *Child Abduction Response Procedures*; and
- mandatory reporting and other child protection obligations, where applicable.

Training records will be maintained in accordance with the School's *Records Management Policy*.

7.3 Student Safety Education

The School will provide age-appropriate education that promotes:

- Protective behaviours;
- Personal safety;
- Help-seeking strategies; and
- Recognising unsafe situations.

7.4 Community Awareness

The School provides information to parents and carers regarding student safety, protective behaviours and child abduction prevention through a range of communication and engagement activities.

Information may be communicated through:

- School newsletters;
- Parent information sessions;
- Parent-teacher meetings;
- Email communications;
- School publications and handbooks;
- The School website; and
- Other communication channels as determined by the School.

The School may periodically provide reminders to families about personal safety, student collection arrangements, supervision expectations and strategies to support children's safety in the community.

8. Incident Response Procedures

8.1 Reporting and Response

All actual, attempted or suspected child abduction incidents must be reported immediately to the Head of School or delegate. The School will respond promptly to ensure student safety and implement its child abduction response procedures.

8.2 Notification

The Head of School, or delegate, will notify police, parents or carers, and other relevant authorities as

required and will cooperate fully with any investigation.

8.3 Communication

The School will manage communications in a manner that protects privacy, supports student wellbeing and complies with any requirements of police or other authorities.

8.4 Support

The School will provide appropriate support to affected students, families and staff.

9. Communication and Media

The School will manage communications relating to actual, attempted or suspected child abduction incidents in a manner that protects student safety, privacy and wellbeing.

Any media enquiries relating to an incident must be referred to the Head of School or authorised delegate.

10. Record Keeping and Confidentiality

The School will create and retain records relating to actual, attempted or suspected child abduction incidents in accordance with legislative requirements and the School's Records Management Policy.

Records may include:

- reports and disclosures;
- incident details;
- communications and correspondence;
- interactions with police or other authorities;
- actions taken by the School; and
- follow-up and review activities.

Information relating to such incidents will be managed confidentially and access will be restricted to authorised persons with a legitimate need to know.

11. Post-Incident Review

Following an incident, the Head of School will ensure that:

- The effectiveness of the response is reviewed;
- Lessons learned are identified;
- Any required improvements are implemented; and
- This policy and associated procedures are updated where necessary.

12. Related Documents

12.1 Related Policies

This Policy forms part of the School's broader child safety and risk management framework and should be read in conjunction with the following policies and procedures:

- Child Protection Policy
- Child Abduction Response Procedures
- Duty of Care Policy

- Playground Policy
- Critical Incident and Emergency Management Procedures
- Lockdown Emergency Management Procedure
- Visitor and Volunteers Policy
- Records Management Policy
- Privacy Policy

12.2 Relevant Legislation

- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Children and Community Services Act 2004 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- National Principles for Child Safe Organisations