

ABSENT AND MISSING CHILDREN POLICY

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1 Aim

Our service aims to ensure the safety and welfare of the children by ensuring clear processes, communication and cooperation between the service, families and the school if a child is missing.

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

2 Implementation – Absent children

- 2.1 Parents are to advise the service if their child will be absent on a day that they are booked into care.
- 2.2 If parents are aware beforehand they must inform the Director or the Administration team who must record the information in the diary for the day of expected absence.
- 2.3 If parents do not know until the day they must ring the centre and inform the Director or the Administration team, as early as possible. Where possible this change should be confirmed in writing by email. This information is recorded in the diary and parents should indicate the expected time of absence.
- 2.4 Parents will be informed of 'absence notification' requirement on enrolment.
- 2.5 For Long Day Care, the Director and the Administration team are to advise each other of all absences as soon as possible.

3 Implementation - Missing Children (not related to After School Care Pick Up)

- 3.1 Preventative Strategies to be implemented by all educators.
 - i. Educators to implement effective supervision, as per supervision plan.
 - ii. Educators to ensure that the Supervision Plan Appendix – Head Counts of children is completed as per supervision plan requirements.
 - iii. Sign in Sheets are cross checked to ensure that all children in attendance are signed in and accounted for.
 - iv. All staff carefully follow the Drop off and Collection of Children Policy.
 - v. Directors regularly remind families of the need to check which children are being let out of the gate when they are leaving the centre.
- 3.2 Actions if a child is to be considered missing.
 - i. Educators to communicate across the service to ensure that the child is not in another room or with another educator.
 - ii. Educators to check children's sign in sheet to ensure that the child has not been signed out of the service.
 - iii. Educators to check last Head counts for children record.
 - iv. Educators to notify Nominated Supervisor
 - v. Educators to conduct a full centre check, ensuring that they carefully scan each of the environments completely and taking into consideration that children may also be hidden in small spaces.

vi. In the event that the child remains missing, Nominated Supervisor is to advise:

- Children's Services Manager
- UoW security (for services on University campus)
- NSW Police
- Department of Education and Communities (within 24 hours).

4 Missing Children – After School Care pick up

4.1 Should a child not be present and waiting in the designated area when expected, the educator will:

- i. Ask the children of their knowledge of where the child might be.
- ii. Approach the school office and ask for information regarding the child's attendance at school.
- iii. Contact the parent via the OOSH mobile phone.

4.2 If the child attended school and is expected to attend the service, then the educator will:

- i. Inform the school of the missing child.
- ii. Ask them to find out if the teacher is aware of the parent or anyone else collecting the child and assist in the search of the school area.
- iii. Ensure all the other children are well supervised during this time.

4.3 If the child is still not found then the staff member will:

- i. Take the other children back to the service.
- ii. Try to make contact with the parent or authorised person to inform them and find out any further information.
- iii. Continue to keep in contact with the school.
- iv. Arrange for appropriate educator levels to be met and send an educator to look in the local area or follow up on any leads regarding the child going to a friend's home.
- v. Children's Services Manager and Admin Co-ordinator to be contacted and kept informed.

4.4 If the child remains missing:

- i. The parents/authorised persons are to be kept informed.
- ii. NSW Police are to be contacted.

5 Source

Education and Care Services National Regulations 2011

6 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties

7 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	March 2012	March 2013	Michele Fowler Manager, Kids Uni	
2	March 2013	March 2014	Michele Fowler Manager, Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	Mar 2014	Dec 2015	Michele Fowler Manager, Kids Uni	Policy reviewed with minor editorial changes made. Review period changed to 2 years.
4	Dec 15	Dec-17	M. Gillmore, General Manager	Policy reviewed and no changes required.
5	July 2018	July 2020	Kellie Grose Manager - Kids Uni	Centre name changed to Kids Uni CBD. Updated NQS references Detailed preventative strategies for missing children Clarified strategies for children who are missing in LDC.