

## 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, and families 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.

## 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 mark the child absent in the electronic sign in and the occasional care diary for the day of expected absence.
- 2.3 If parents do not know until the day that their child will be absent, 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 on the electronic sign in system, and in the occasional care diary. Parents should indicate the expected time of absence.
- 2.4 Parents will be informed of this requirement to notify the service about absences on enrolment.
- 2.5 The Director and the Administration team are to advise each other and educators of all absences as soon as possible.

## 3 Implementation - Missing Children.

- 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. Electronic sign in systems 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.
  - vi. If a child is known to make attempts to leave the classroom or the service, educators will work with the Nominated Supervisor and the Inclusion Support Teacher to develop strategies to protect this child and to prevent the child from absconding. In some cases these strategies may be documented in an Individual Behaviour Support Plan or a risk assessment.
- 3.2 A child is considered to be missing if their whereabouts cannot be accounted for. That is, educators do not know where the child is.

Actions to be taken if a child is considered to be 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 the electronic 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:
  - Head of Early Education (who will notify the Provider)
  - UoW security (for services on University campus)
  - NSW Police
  - The family of the child (in consultation with security and the police).
  - Department of Education and Communities (within 24 hours).
- vii. Following the incident the Nominated Supervisor must ensure that the incident is fully documented using the *Incident, Injury, Trauma and Illness form*

#### 4 Source

Education and Care Services National Regulations 2011

#### 5 Review

This policy will be reviewed every 3 years and the review will include Management, Employees, Families and Interested Parties

#### 6 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.
6	November 2019	July 2020	Nicole Bray Director – Kids' Uni iC	Name changes to Kids' Uni –iC and remove Kids' Uni - OOSH Removed Clause 4 relating to missing children at Kids' Uni OOSH
7	July 2020	July 2022	Kellie Grose Manager - Kids' Uni	Added the need to document this incident and for family to be notified.
8	July 2023	July 2026	Louise Windisch Director – Kids' Uni North  Kellie Grose Head of Early Education	Updated to reflect electronic sign in system rather than paper sign in sheets. Added definition of missing child. Added a clause to address children who are known to attempt to leave the service.

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