

MISSING CHILD POLICY

Policy Statement:

Child care staff have a responsibility to ensure that all children are accounted for at all times. It is crucial that all staff are aware of the whereabouts of each child in their group and appropriately document as children arrive and depart St Andrew's Little Saints and After School & Vacation Care (LS&ASVC).

Aims:

- For staff to have a clear procedure to follow should they discover a child to be missing from LS&ASVC.
- To ensure that all staff minimise the possibility of a child in care going missing from the service.

Rationale:

Staff are to do a head count at least every 15mins and additionally as required whilst out in the yards during morning and afternoon and are required to do a roll call check each morning. In the event of a missing child, staff will follow the following procedure.

Strategies/Practices/Procedures:

- ✓ As soon as a staff member becomes aware of a missing child they are to inform the Lead Educator.
- ✓ Assistant is to gather remaining children and do a head count and read a story to keep children calm and in one place.
- ✓ Lead Educator to inform Director or person in charge.
- ✓ Director and Lead Educator to search premises, checking all rooms, cupboards etc. and calmly notify other staff of situation. Other staff should assist in the search where possible.
- ✓ After a comprehensive search the Director or person in charge, will contact the College. If it is out of school hours, the Principal, Deputy Principal or Business Manager are to be contacted.
- ✓ Available staff to remain calm and assist with search under instruction from Director or senior College staff.
- ✓ Assistant to stay with other children until notified by Director.

- ✓ After a comprehensive search has been conducted, Director or person in charge to call Coolum Police on 5446 1877 and say:
 - We request help at:*
 - St Andrew's Anglican College*
 - Little Saints Early Learning Centre or St Andrew's After School & Vacation Care – I Block*
 - 40 Peregian Springs Drive*
 - Peregian Springs*
 - We have a _____ year old child missing.*
 - Our phone number is: 54715600.*
- ✓ Staff member to record time of call and name of police officer spoken to and follow all instructions.
- ✓ Director to contact parents of missing child and explain that the police are on their way to assist with the search.
- ✓ Director to notify The Office of Early Childhood Education and Care on 1800 134 486 and complete appropriate documentation as soon as is practicable.

Measuring Tools:

Marking of rolls as children arrive and depart
 Ensuring families complete attendance records daily and accurately

Sources & Further Reading:

National Quality Standard
 Early Years Learning Framework
 My Time Our Place
 Queensland Kindergarten Learning Guideline

Links to Other Policies:

Greeting Children Arriving and Departing Policy