ABSENT AND MISSING CHILDREN POLICY

Contents

1 Aim ........................................................................................................................................... 2
2 Implementation – Absent children............................................................................................. 2
3 Missing Children ....................................................................................................................... 2
4 Source ...................................................................................................................................... 3
5 Review ..................................................................................................................................... 3
6 Version Control Table ............................................................................................................... 3
1 Aim
Our service aims to ensure the safety and welfare of the children by ensuring clear communication and cooperation between the service, families and the school.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

2 Implementation – Absent children
2.1 LDC and Preschool - 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 coordinator 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 coordinator, as early as possible. Where possible this change should be confirmed in writing by fax/email. This information is recorded in the diary and parents should indicate the expected time of absence.
2.4 If a child only attends after school care, then the parent must ring and inform the service when the child returns to school and that the child will be attending the service on that afternoon.
2.5 Parents will be informed of ‘absence notification’ requirement on enrolment.
2.6 The Director / 2IC to advise head office Admin of all absences by close of business the following day.
2.7 OOSH - 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. Ensure all other children are well supervised during this time.
   iv. Contact the parent via the OOSH mobile.
   v. A failure to notify fine will be given.
2.8 If parents are not available, educators will contact an authorised person on the child’s enrolment form will be contacted to try to find out further details.

3 Missing Children - OOSH
3.1 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.
3.2 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.

3.3 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. Head Office Admin to be contacted and kept informed.

3.4 If the child remains missing:
   i. The parents/authorised persons are to be kept informed.
   ii. The police are to be contacted.

4 Source
   Education and Care Services National Regulations 2011

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

6 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>March 2012</td>
<td>March 2013</td>
<td>Michele Fowler Manager, Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
</tr>
<tr>
<td>2</td>
<td>March 2013</td>
<td>March 2014</td>
<td>Michele Fowler Manager, Kids Uni</td>
<td>Policy reviewed with minor editorial changes made. Review period changed to 2 years.</td>
</tr>
<tr>
<td>3</td>
<td>Mar 2014</td>
<td>Dec 2015</td>
<td>Michele Fowler Manager, Kids Uni</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dec 15</td>
<td>Dec-17</td>
<td>M. Gillmore, General Manager</td>
<td>Policy reviewed and no changes required.</td>
</tr>
</tbody>
</table>