



Out of Hours School Care Child Missing from the Program Policy

Policy Statement

To provide clear guidelines in the instance that a child does not arrive at booked care or is missing after being signed in to the Out of Hours School Care program.

Procedures and Practices

Child booked, but does not arrive (all below steps):

- In the situation where a child is booked into the After School Care program and does not arrive at the community centre.
- Confirm the child's attendance at the school that day.

Child missing from the program (all below steps):

- Put an announcement via the school office over the loudspeaker that the child must immediately report to the program.
- The Out of Hours School Care program, staff are to search the school grounds.
- If the child does not report to the school office staff should then contact parent/guardian to confirm the child's whereabouts. If the parent/guardian cannot be contacted, emergency contacts will be called.
- If no contact is made with parent/guardian or emergency contacts the OHSC team leader is to contact the school Principal or Assistant Principal.
- Staff will then make another attempt to contact parent/guardian or emergency contact.
- If unable to contact parent/guardian or emergency contacts call the Police on 000. As directed by the Principal or Assistant Principal.
- Document all actions including who you talk to, actions taken and time of these events.
- This incident will need to be reported to the Australian Education and Care Quality Authority.

Sources

Guide to the Education and Care Services National Law and the Education and Care Services Regulations 2011. Sourced June 2019.

Policies

Child Protection

Child Safe Environment

Date Reviewed:

5th August 2014

2nd August 2016

4th June 2019

Next Review Date:

June 2023

June 2024