



Woolooware Outside School Hours Care

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ABSENT AND MISSING CHILDREN POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to ensure the safety and welfare of the children by ensuring clear communication and co-operation between the Centre, parents and the school. Children who are missing or absent without notice will be treated with extreme seriousness until educators are assured of their wellbeing

CONSIDERATIONS

Education and Care Services National Regulations –R76, R86, R99, R115, R123, R158, R146, R165, R166, R168, R173, R174, R176

National Quality Standard – 2.1.2, 2.2.1, 4.1.1, 5.1.1, 5.2.2, 6.1, 6.1.1, 6.1.3, 7.1.2, 7.1.3

My Time Our Place: LO. 1, LO. 2, LO. 3

Other Service policies/documentation – Philosophy, Enrolment Policy, Orientation Policy, Fees Policy, Dropping off and Picking up Policy, Hours of Operation Policy, Maintenance of Records Policy, Privacy and Confidentiality Policy, Child Protection Policy, Educator Child Ratio Policy, Communication Policy, Child Management Policy, Security Policy, WHS Policy, Work Health and Safety Act 2011

PROCEDURES

Absent Children

Parents/guardians are to advise the Centre if their child will be absent for a session that they are booked into care, whether it be a before or after school care permanent or casual booking.

If parents/guardians do not know until the day, they must notify the Centre of their child's absence prior to the end of the morning session or the start of the afternoon session. Parents/guardians must indicate the expected end date of an absence and also advise if this changes. Parents/guardians will be informed of this requirement upon enrolment and through the Parent Handbook detailing the imperative nature of the Centre knowing of a child's absence.

Absent Children - Afternoon Sessions

If a child is not present at the Centre by 3.30 PM, and the Centre has not been notified of their absence, educators will:

- Inspect school grounds, ensuring all other children are well supervised during this time
- Contact the school office and/or class teacher to ask for information regarding the child's attendance at school and possible collection of the child from the school grounds.

If the child cannot be found on school grounds the educators will then telephone all parent/guardian contacts.



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Upon making contact, if the child is absent that afternoon, the parents/guardians will be informed of their failure to advise the Centre of the child's absence and of any charges that may apply such as a Search Fee. Session fees will apply for all bookings, casual or permanent, where educators have not been informed of an absence. Educators will also ascertain the next expected session that the child will attend.

If contact cannot be made with the parents/guardians, or the parents/guardians believe the child should be at the centre then the educators will:

- Inform the school of the missing child
- Continue to search the school grounds with school staff assistance, ensuring that all the other children are well supervised during this time.

If the child is found, the educators are to ensure that all persons attempting to locate the children are informed. In addition, the parents/guardians should be contacted to advise the child has been located and an Incident, Injury, Trauma and Illness record is to be completed. This will require a signature by the parents/guardians on collection of the child.

If the child is still not found then the educators will:

- Contact the families' authorised nominees
- Continue to keep in contact with the school
- Make contact with the Management Committee to inform them of the situation.

If the child's location cannot be confirmed by 4:15pm then the educator will:

- Contact the Police
- Advise the parents/authorised persons that the police have been phoned
- Advise the Management Committee that the Police have been phoned.

Where the police are called, the Responsible Person on Duty will complete an Incident, Injury, Trauma and Illness record and report this incident to the Department of Education (Early Childhood Education and Care Directorate) using the NQAITS.

In the event of continual failure to notify, a formal letter from the Management Committee, detailing the failure to notify the Centre of absence, will be delivered to the parent/guardian. This may jeopardise the child's bookings at the service.

The Director will ensure that all educators are aware of the policies and procedures relating to a missing child and will display the steps needing to be taken in their absence.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023