



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

Website: <http://www.patterson-lakes-ps.vic.edu.au>

Outside School Hours Care – A Missing Child Policy

RATIONALE

Establishing the whereabouts of a child who is booked into an after school care program but does not arrive and a child who is signed into the before or after school care program and is unable to be located.

AIM

To ensure the safety and well-being of all children booked into the OSHC program.

IMPLEMENTATION

These procedures apply to program staff and parents.

- Confirm the child's attendance at school that day through the school office.
- Announce over the loud speaker that the child must immediately report to the program.
- If the child does not report to the program, staff should then contact the parent/guardian to confirm where the child is. (If the child is in care of parent/guardian refer to POLICY 4 – PERMANENT BOOKED CARE).
- If the staff member is unable to contact the parent/guardian or locate the child, the supervisor is required to make another attempt to contact the parent/guardian and then emergency contacts.
- If no contact is made with the parent/guardian or emergency contacts, call the police on 000.
- Document all actions undertaken including who you talk to, actions taken and what time the actions took place.
- Contact the school Principal to inform of incident. If the school Principal is not available contact the Assistant Principal.
 - Principal: Carole Mayes 5971 5778 or 0422 425 492
 - Assistant Principal: Paul Clohesy 9580 0254 or 0434 266 420
 - Report incident to DET Incident Support and Operations Centre 1800 126 126

REFERENCES

Children services Act 1996 R29C

Outside school hours National Standards, 5.3

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November, 2018.

Signed 
School Council President

Signed 
Principal