



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197

Principal: Carole Mayes

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Outside School Hours Care – Child Running Away Policy

RATIONALE

The safety and wellbeing of all children attending Outside School Hours Care is of utmost importance.

AIM

To minimise safety risks to children who decide to leave the program unaccompanied by an authorised adult, the following procedure needs to be adhered to by program staff.

IMPLEMENTATION

These procedures apply to program staff and parents.

- If possible in terms of location and child/staff ratios, keep sight of the child and ask him/her to return to the group. Advise them if they don't comply their parents will be called to collect them.
- If the child isn't within sight and there is someone in the school office, ask them to announce over the loud speaker that the child must immediately report to the program.
- If the staff member is unable to locate the child, the supervisor will then be required to contact the parent/guardian and then emergency contacts if necessary.
- If no contact is made with the parent/guardian or emergency contacts, call the police.
- Contact the School Principal to inform them of the incident. If the Principal is not available, contact the Assistant Principal:
 - Carole Mayes - Principal 5971 5778 or 0422 425 492
 - Paul Clohesy - Assistant Principal 9580 0254 or 0434 266 420
 - Report incident to DET Incident Support and Operations Centre 1800 126 126
- Document all actions undertaken including who you talk to, actions taken and what time they occurred.

REFERENCES

Outside School Hours National Standards, 5.3, 3.1.1

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