



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197  
Phone 9772 4011 Fax 9776 0421  
Email: [patterson.lakes.ps@edumail.vic.gov.au](mailto:patterson.lakes.ps@edumail.vic.gov.au)

P.O. Box 330, Patterson Lakes, 3197  
Principal: Carole Mayes  
Website: <http://www.patterson-lakes-ps.vic.edu.au>

## OSHC – 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 0402 401 620
  - Report incident to Emergency Management DET 95896266

### 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, October 18, 2016.

Signed.....

  
School Council President

Signed.....

  
Principal