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 ........................................... Signed ...........................................
School Council President Principal

Last Updated: October 2016