

Absent and Missing Children

Part II Section A 6

Policy statement.

We aim to ensure the safety and welfare of the children by ensuring clear communication and co-operation between the Centre, Parents and the School.

Considerations.

National Standards Section 5.3.4 (advising of child's absence)

Procedure.

Absent Children

- * Parents must advise centre staff if their child will be absent on a day that they are booked into care.
- * Parents will be informed of this requirement on enrolment and through the parent information booklet detailing the great importance of the centre knowing of a child's absence.
- * Staff must note any absence in the diary, on the day the child is to be absent.

Should a child not be present and waiting in the designated area when expected, the staff member will:

- * Ask the children of their knowledge of where the child might be.
- * Approach the school office and /or teaching staff for information regarding the child's attendance at school.
- * Ensure all the other children are well supervised during this time.

If the school / teaching staff can confirm the child was absent from school.

- * Upon returning to the centre staff will call and remind the parent of their responsibility to advise of any absences.
- * Parent will be charged the current non notification fee.

If the child was at school, centre staff are to contact parent at the earliest time possible to find the whereabouts of the child.

- * If the child is with the parent, or they can confirm the safety of their child. Staff should remind them of their responsibility to contact the centre if their child is absent on a booked day
- * Parent will be charged the current non notification fee.

If you cannot contact the parent

- * Call all phone numbers and leave messages on any answering machines for both parents (if applicable)
- * Call any emergency contacts listed on the child's enrolment form.
- * Continue to try and make contact with the parents.

If the parent or emergency contact person states that the child should be in care they are considered Missing Children.

Missing children

Should a child not be in care when parents have stated they should be the child will be considered missing.

- * Ask the children of their knowledge of where the child might be.
- * Approach the school office and teaching staff for any leads on where the child may be.
- * Chase up any leads on where the child may have gone, home with friends, training, music lessons etc.
- * Ensure all the other children are well supervised during this time.
- * Keep the parents well informed of the situation.

If the child is still not found then the staff member will:

- * Ensure all the other children are well supervised during this time.
- * Continue to keep in contact with the school and parents
- * Contact the Police

Run away children

On advice from The Department of Community Services staff are not to chase children who run away from the centre as it puts the remaining children with incorrect supervision. The following steps will be taken:

- * Parents will be contacted. If parent is unable to be contacted an authorised person listed on the child's enrolment form will be contacted.
- * If the parent is contacted, it is the parent's decision as to what steps need to be taken next.
- * If staff are unable to contact a parent, guardian or authorised person then the police will be informed
- * If the child is kidnapped, hurt or injured in anyway outside centre grounds, the staff and centre will not be held liable as it is centre policy that children must remain within the school grounds at all times.

Reviewed and updated by committee on 31st March 2010