

## MISSING AND UNACCOUNTED FOR CHILD PROCEDURE

Educators have a duty of care to ensure children are supervised at all times, maintaining safe and secure environments, whilst adhering to Education and Care Services National Law and National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

Educators are to follow the *Supervision Policy* and conduct regular attendance monitoring throughout the day to ensure all children are accounted for at all times of the day where education and care is provided.

Working in conjunction with the *Supervision Policy* and *Delivery and Collection of Children Policy*, this procedure provides detailed steps for educators to follow if a child appears missing or unaccounted for while being educated or cared for under the supervision of the Out of School Hours Care (OOSH) Service, including whilst on excursions.

Education and Care Services National Law or Regulations (*S. 165, 167, 174. R. 100, 101, 115, 121, 122 and 168*) NQS QA 2: *Element 2.1.2 and 2.2.2 Health practices and procedures*

Related Policies: *Supervision Policy, Delivery and Collection of Children Policy, Emergency Policy*

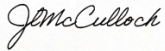
MISSING CHILD PROCEDURE		
1	The educator who has made the discovery of the missing or unaccounted child is to remain calm and notify the nominated supervisor/responsible person, including confirming the name of the child missing	
2	The Responsible Person will cross check the attendance record & confirm with all educators to ensure the child hasn't been collected by an authorised person and signed out	
3	An educator is to attempt to locate the child immediately by conducting a thorough search of the immediate area premises (checking any areas that a child could be locked into by accident)	
4	The nominated supervisor/responsible person will notify all educators and staff of the missing or unaccounted child	
5	Educators are to implement the <i>Lockdown Procedure</i> to ensure all children are accounted for and to maintain supervision for other children	
6	Lead educators are to confirm the number of children in attendance to the nominated supervisor/responsible person	
7	Ensure at least one educator ( <i>consider ratios</i> ) is to remain with each group of children maintaining supervision by leading a group activity (reading a story etc.)	
8	The remaining educators and staff, along with management are to conduct a comprehensive, coordinated search of the OOSH Service, ensuring the following areas are searched: <ul style="list-style-type: none"> <li>storerooms</li> </ul>	

	<ul style="list-style-type: none"> <li>• cupboards</li> <li>• play equipment</li> <li>• fixed play equipment</li> <li>• toilets</li> <li>• cubby houses</li> <li>• hidden or obstructed areas in the indoor and outdoor environment</li> <li>• ensure all exit doors and gates are closed and locked</li> </ul>	
9	The nominated supervisor/responsible person will contact the school and advise of the situation and ask for assistance to search for the missing or unaccounted child ( <i>if applicable</i> )	
10	<p>If the missing or unaccounted child has not be located within <b>10- 15minutes</b>, the nominated supervisor/responsible person will notify the Police by calling 000 to advise of the missing or unaccounted child.</p> <p>The following details are to be provided to police/emergency services:</p> <ul style="list-style-type: none"> <li>• name of child</li> <li>• age of child</li> <li>• physical description of child</li> <li>• details of where the child was last seen</li> <li>• any identifying features or clothing</li> <li>• photograph of child if possible</li> </ul>	
11	Educators are to be assigned to all entry/exits of the Service to prevent children/adults from leaving the OOSH Service premises (if possible)	
12	Educators will assist police/emergency services to search for the child	
13	Educators are to administer first aid as per <i>First Aid Policy</i> and procedure, including commencing CPR and contacting an ambulance as required when the child is found ( <i>if applicable</i> )	
14	The nominated supervisor/responsible person will contact the child's parents as soon as possible	
15	The nominated supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location	

MISSING CHILD DURING AN EXCURSION		
1	Educators are to conduct head counts at regular intervals during the excursion, including prior to leaving the OOSH Service, moving between sections of the venue and leaving the venue	
2	The educator who has made the discovery of the missing or unaccounted child is to remain calm and notify the excursion coordinator, including confirming the name of the child missing	
3	The excursion coordinator will cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out	
4	An educator is to attempt to locate the child immediately by conducting a thorough search of the immediate venue premises (checking any areas that a child could be locked into by accident)	

5	The excursion coordinator will notify all educators, volunteers and venue staff (if required) of the missing or unaccounted child	
6	Ensure at least one educator ( <i>consider ratios</i> ) is to remain with each group of children maintaining supervision by leading a group activity (reading a story etc.)	
7	<p>The remaining educators and volunteers, along with venue staff (as required) are to conduct a comprehensive, coordinated search of the venue, ensuring the following areas are searched:</p> <ul style="list-style-type: none"> <li>• toilets</li> <li>• seating areas</li> <li>• common pathways/hallways</li> <li>• surrounding environments</li> <li>• hidden or obstructed areas in the indoor and outdoor environment</li> <li>• ensure all exit doors and gates are closed and locked (where possible)</li> </ul>	
8	<ul style="list-style-type: none"> <li>• If the missing or unaccounted child has not be located within <b>10 minutes</b>, the excursion coordinator will notify the Police by calling 000 to advise of the missing or unaccounted child.</li> <li>• The following details are to be provided to police/emergency services:</li> <li>• name of child</li> <li>• age of child</li> <li>• physical description of child</li> <li>• details of where the child was last seen</li> <li>• any identifying features or clothing</li> <li>• photograph of child if possible</li> </ul>	
9	Educators are to be assigned to all entry/exits of the venue to prevent children/adults from leaving the venue premises ( <i>if possible</i> )	
10	Educators and volunteers will assist police/emergency services to search for the child (as required)	
11	Educators are to administer first aid as per <i>First Aid Policy</i> and procedure, including commencing CPR and contacting an ambulance as required when the child is found	
12	The excursion coordinator will collaborate with the nominated supervisor/responsible person and arrange transportation of other children back to the Service	
13	The nominated supervisor/responsible person will contact the child's parents as soon as possible	
14	The nominated supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location	

FOLLOWING AN INCIDENT		
1	Relevant educators and staff in the missing child's room are to complete a detailed statement, explaining the incident that has occurred. This must be done on the same day and include the date and time along with signature of person who has written the statement.	
2	The nominated supervisor will notify the regulatory authority through the NQITS within 24 hours of becoming aware of a serious incident	
3	The nominated supervisor will conduct a review of the incident and supervision practices, including an assessment of areas for improvement	

REVIEW OF PROCEDURE			
Date procedure created	September 2025	To be reviewed	September 2026
Approved by	Jessie McCulloch	Signature	
Procedure Reviewed		Updates/Modifications	