

Absent and Missing Children (BSC & ASC)

Policy Statement

We aim to ensure the safety and welfare of the children by ensuring clear communication and co-operation between the Service, parents and the school.

Policy Considerations

- National Quality Standards/Elements: 2.2 (Safety), 6.1 (Supportive relationships with families)
- Risk Mitigation Plan - Children's Behaviour Management

Procedure

Absent Children

- Parents/guardians are to advise the Service if their child will be absent on a day when they are booked into care.
- Fee will be charged for absent days. CCS will be paid for up to 42 initial absences per financial year. After these 42 absences parents can provide additional documentation to apply for additional absences.
- Parents are requested to mark the absence through the online booking calendar as early as possible or ring the Service and inform a staff member if their child will be absent. This information must be recorded on the roll.
- If a child has been marked absent but arrives at the service, they will be taken into the service and parent contacted to verify that they are attending. The child will stay at the service unless confirmed by the parent/guardian that they are not attending and other arrangements have been made. If the parent/guardian cannot be contacted the child will be signed into the service.

Unadvised Absences

- If a child does not arrive for a booked session of care a staff member will call their parent/guardian to confirm if they are absent. If the parent/guardian does not respond the emergency contacts will be called.
- If no response is received staff will confirm with the child's teacher and/or school front office to determine if the child was absent from school.
- The local police will be contacted if the staff are unable to determine the whereabouts of the child.
- At any time, staff can speak with the school or contact the local police if they feel they should or they believe the child may be in immediate danger.

Missing Children

If a child goes missing from the Service, staff will make every effort to locate the child without compromising staff supervision levels. The following procedure should be followed:

- All children will be gathered for a full roll call.
- A staff member will do a search of the outside premises while the other staff members stay inside with the children and search the inside premises. Likely hiding spaces (e.g. under tables, inside cupboards) should be checked.
- If the child is not found, the local police will be contacted. Upon arrival of the police, follow their directions.
- The child's parent/guardian is to be notified once the police have been contacted.

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Reviewed by:	Sarah Maple	Approved by:	Natasha Finnigan

- Educators should keep the remainder of the group calm while this search takes place.
- The service Coordinator and Director are then to be contacted if not at the service.
- An incident report must be completed after the child has been found with measures on how this can be prevented in the future.

If a child goes missing while on excursion, staff will make every effort to locate the child without compromising staff supervision levels. The following procedure should be followed:

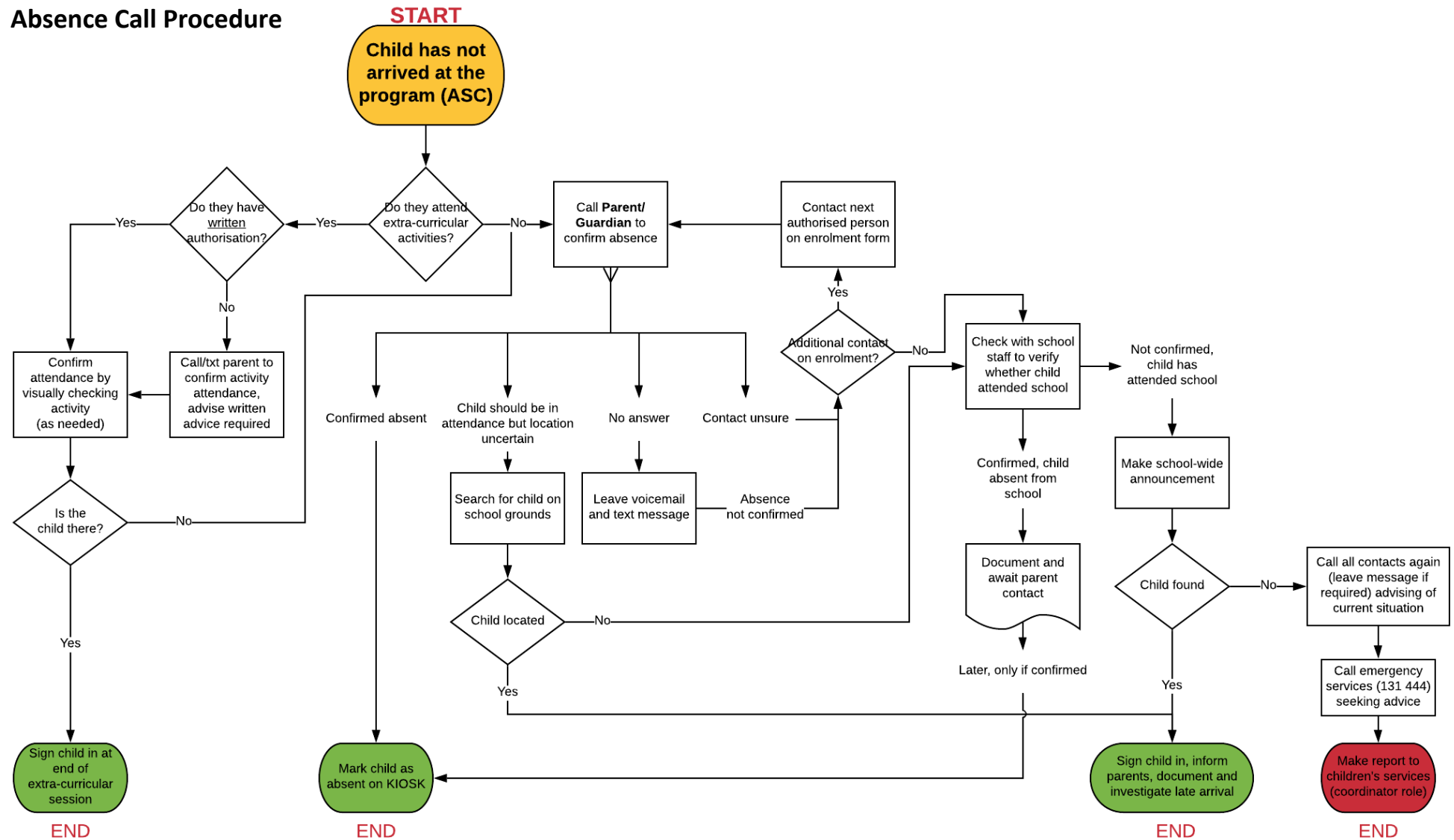
- All children will be gathered for a full roll call, where possible away from the public.
- A staff member will do a search of the area while the other staff members stay with the children. Educators should keep the remainder of the group calm while this search takes place.
- If the child is not found, the local police will be contacted. Upon arrival of the police, follow their directions.
- The child's parent/guardian is to be notified once the police have been contacted.
- The service Coordinator and Director are then to be contacted if not on the excursion.
- The service Coordinator and Director will determine, on a case-by-case basis, whether the remaining children will return to the service or stay at the excursion.
- An incident report must be completed after the child has been found with measures on how this can be prevented in the future.

Absconding Children

- If a child becomes distressed and or threatens to leave the service, an educator should stay with the child and use a mobile phone or walkie talkie to communicate with other educators.
- Keep calm and keep the child as calm and safe as possible (don't run). Try to stay between the child and possible exits to the service. Some children may need to be given space to calm down and should be encouraged to stay in a safe location.
- If the child chooses to leave the boundaries of the service, the educator should stay within the boundaries and watch out for the direction that the child takes. Educators should only leave the premises if there is an immediate risk to the child and leaving the premises does not compromise the safety of the remaining children.
- The Coordinator or other staff member would be advised and would make every effort to contact the parent or emergency contact listed for the child.
- If the parent is not contactable, the Police will be notified. Educators to give concise information regarding location and circumstances surrounding absconding child.
- An incident report must be completed after the child has returned to the service or been collected by their parent/guardian, with measures on how this can be prevented in the future.
- If the child has left the Service premises the incident must be reported to Children's Education and Care Assurance through NQAITS within 24 hours of the occurrence.

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Absence Call Procedure



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Document Version Control

Version Date	Changes
13/06/2019	Full review
27/08/2019	Document version history added
18/06/2020	Full review
28/09/2020	Procedure for children incorrectly marked absent added
20/05/2022	Procedure for missing children while on excursion and absconding children added

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