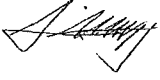
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04, Version No: [02] Date: [01/12/2
	Sub section (if applicable):	Signed: 
Policy Title: COLLECTING CHILDREN: MISSING CHILDREN		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. 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.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
- 3.2. Administration Policy
- 3.3. Collecting Children: Missing Children Policy
- 3.4. Safeguarding Children and Young People Policy
- 3.5. Child Management Policy

4. Responsibilities & Delegations


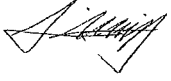
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Q& A Principles.
- 5.2. National Standards.
- 5.3. Voluntary Code of Practice

6. Records Maintenance


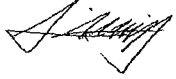
- 6.1. This policy is to be reviewed annually.

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PROCEDURES

Missing Children from School Procedures

- 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 ask for information regarding the child's attendance at school.
 - Ring the Centre regarding the child.
- If the child attended school and is expected to attend the centre, then the staff member will:
 - Inform the school of the missing child.
 - Ask them to find out if the teacher is aware of the parent or anyone else collecting the child and assist in the search of the school area.
 - Ensure all the other children are well supervised during this time.
- Contacting the parents:
 - Parent/s will be reminded of their obligation to advise the centre in the case of absences.
 - A staff member will find out when the child will be return to the centre.
 - A search fee of \$5.00 will be charged.
 - If parents are not available, staff will continue to call until a contact is made. If no contact is still made then an authorised person on the child's enrolment form will be contacted to try to find out further details.
 - If staff are unable to make contact with the child's parents or emergency contacts management will be informed and a decision made about contacting the Police.
- If the child is still not found then the staff member will:
 - Take the other children back to the centre.
 - Try to make contact with the parent or authorised person to inform them and find out any further information.


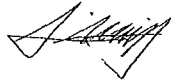
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➤ Continue to keep in contact with the school.

- If the child remains missing:
 - The parents/authorised persons are to be kept informed.
 - Management to be informed and decision made about the Police being contacted.

Missing Children on Excursion Procedures

- Should a child not be present and waiting in the designated area when expected, the staff will;
 - Ask the children of their knowledge of where the child might be.
 - Approach the "staff excursion venue" and ask for "lost children".
 - Ensure all the other children are assembled in one safe area, meeting the 1 staff for 15 children ratio. Staff should team up to look for missing child around the excursion venue.
 - Inform manager of lost child.
 - Contact parent or authorised person to inform them and find out any further information.
- If the child is still not found then the staff supervisor with manager approval will;
 - Take the other children back to the centre.
 - Contact police and inform them of situation.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

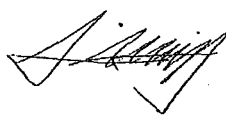
I endorse the Missing Children Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009