
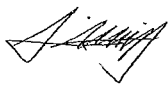


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|  <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p> | Management Area: CHILDRENS SERVICES | Pages: [03] Version No: [02] Date: [01/12/2009] |
| | Sub section (if applicable): | Signed:  |
| Policy Title: COLLECTING CHILDREN: ABSENT 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


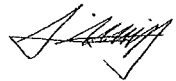
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

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


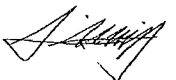
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

- Parents/guardians are to advise the centre if their child will be absent on a day that they are booked into care.
 - If parents are aware before hand they must:
 - Inform a staff member in person this must then be recorded in the day book for the day, clearly marked on the day of the expected absence.
 - If parents do not know until the day they must in person:
 - Ring the centre and inform a staff member, as early as possible. Where possible, this change should be confirmed in writing and fax. This information must be recorded in the day book.
 - Parents must indicate the expected time of absence.
- If a child only attends after school care, the parent must ring before 2.30pm and inform the centre staff. 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.
- 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.
 - Contact the school office and ask for information regarding the child's attendance at school.
 - Ensure all other children are well supervised during this time.
- Should a child be absent and parents have failed to inform the centre of this, then:
 - A staff member will contact the child's parent/s immediately.
 - 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 return to the centre.
 - A search fee of \$5.00 will be charged.
- If staff are unable to make contact with the child's parents or emergency contacts by the close of business, the local police must be contacted.

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7. Version History

| Version | Description of changes | Author | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2 | Review and update. New format | M. Rupnik | December 2009 |
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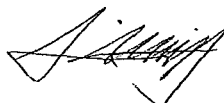
I endorse the Absent Children Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009