

SECTION 5 GENERAL POLICIES

5.7 Lost Child Policy

Aim:

1. To ensure a prompt response to the incidence of a lost child.

Process:

Lost child from the Centre

1. Educators must carry out a thorough check of all outside play areas and all rooms in the building.
2. Educators must try to ascertain if the child was removed from the Centre or has been allowed out through the front door or an outside gate.
3. The Responsible Person will take charge whilst other educators supervise the remaining children.
4. The Responsible Person staff shall check the immediate vicinity of the Centre, including the carpark, bush block and up and down Maynard Road.
5. The Responsible Person will then notify police of the exact location and provide a photo of the child if possible.
6. The Responsible Person will notify the parents, then assist the police with the search if required.
7. The Responsible Person (if not the Director) will notify the Director.
8. The Director will notify ACEQCA via the Notification of Serious Incident Form

Lost child from an Excursion

1. The Team Leader will take charge whilst other educators supervise the remaining children.
2. The Team Leader shall check the immediate vicinity, and retrace steps.
3. The Team Leader of staff will then notify police of the exact location and provide a photo of the child if possible.
4. Remaining educators should return to the Centre with the other children.
5. The Responsible Person will notify the parents, then assist the police with the search if required.
7. The Responsible Person (if not the Director) will notify the Director.
8. The Director will notify ACEQCA via the Notification of Serious Incident Form

STAFF MUST ENSURE CHILDREN ARE WEARING IDENTIFICATION WHILST OUT OF THE CENTRE