MISSING CHILD DURING TRANSPORTATION PROCEDURE

Transportation of children is sometimes provided as part of our education and care service. Our Service has a licensed vehicle to transport children to and from our premises. We provide transportation for children between Laverton Community Children's Centre and educational excursions.

Working in conjunction with the *Safe Transportation Policy and Delivery of Children to, and Collection from education and Care Service Premises Policy*, this procedure provides detailed steps for educators to follow in the event a child is deemed missing or unaccounted for at any time while being transported or arranged by the service.

Education and Care Services National Law or Regulations (R.85, 98, 99. 100, 101, 102a, 102b, 102c, 102d, 102e, 102f, 123, 136, 158, 161, 168(2)(g), 170, 177) NQS QA 2: Element 2.1.2 Health practices and procedures
Related Policy: Safe Transportation Policy, Delivery of Children to, and Collection from education and Care Service Premises Policy and Lockdown Policy

PRIOR TO TRANSPORTATION		
1	The designated educator will ensure a fully charged mobile phone is available during the regular transportation	
2	The Nominated Supervisor will ensure an updated *Transportation Attendance Record* is completed prior to the regular transportation run, including records of child absences	
3	Parents will be informed that they must notify the Service if their child is going to be absent and will not require transport	
4	The designated educator will collect the transport attendance record prior to leaving the service, including any updated absence changes	
5	The designated educator will complete the *Transport Pick up/Drop off Checklist*; Pre-trip Vehicle Check	
6	The designated educator will ensure an up-to-date emergency contact list for staff and children is available	
7	The designated educator will ensure Service contact details are up-to-date and available	
8	Educators, including the designated driver, supervising and accompanying children during transportation to and from the service, will receive practical training on excursion and safe transportation procedures prior to leaving the service	

CHILD MISSING FOLLOWING TRANSPORTATION		
2	The designated educator will record how each child was accounted for as they embarked/entered the vehicle (best practice) on the *Transportation Attendance Record*	
3	The designated educator will conduct a head count and check attendance roll as children exit the vehicle/bus	
4	The designated educator will record how each child was accounted for as they disembarked/exited the vehicle at the service on the *Transportation Attendance Record*	
5	The designated educator will conduct a second head count and check the attendance roll as children have entered the service into the supervised area	
6	The designated educator will conduct a final sweep of the vehicle once all children have exited the vehicle, checking the interior of the bus, on and under seats to ensure there are no children or belongings left behind	
7	The designated educator will complete the Transport pick up/drop off Checklist; *Post trip vehicle check*	
The following steps will be completed if a child is missing or unaccounted for:		
8	The designated educator will check the transport attendance record and attendance record to determine if the child was marked as absent or if the child was collected from the collection point	
9	The designated educator will conduct a check of the vehicle/bus for the location of child	
10	The Nominated Supervisor/ Responsible Person will notify all educators and staff of the missing child	
11	Educators are to implement the *Lockdown Policy* to ensure all children are accounted for and to maintain supervision for other children.	
12	Lead educators are to confirm the number of children in attendance to the Nominated Supervisor/ Responsible Person and check sign out register to ensure the child has not been collected by a parent/authorised person	
13	The Nominated Supervisor/Responsible Person will arrange or conduct a search of the service buildings, storerooms, cupboards, fixed play equipment, cubby houses, sheds and outdoor areas. Ensure all exit doors and gates are closed and locked	
14	The Nominated Supervisor/Responsible Person will contact parents to advise of the situation and determine the location of the child	
15	If the missing child has not be located within 10 minutes, the Nominated Supervisor/ Responsible Person will notify the Police by calling 000] to advise of the missing or unaccounted child	
16	The Nominated Supervisor will liaise with Police, emergency services and parents as required	
17	The Nominated Supervisor/Responsible Person is to complete an incident, injury, trauma and accident record upon return to the service	
18	The Nominated Supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location	
19	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.	

20	The Nominated Supervisor is to advise the regulatory authority of a serious incident through the NQITS within 24 hours	

REVIEW OF PROCEDURE			
Date procedure created	07/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	Procedure reviewed, no changes required.		
June 2023	New Procedure developed		