MISSING CHILD PROCEDURE

Educators have a duty of care to ensure children are supervised at all times, maintaining safe and secure environments whilst adhering to Education and Care Services National Law and National Regulations. Supervision, together with thoughtful design and arrangement of children's environments, assists in the prevention and severity of injury to children.

Educators are to follow the *Supervision Policy* and conduct regular attendance monitoring throughout the day to ensure all children are accounted for at all times of the day where education and care is provided. Working in conjunction with the *Supervision Policy* and *Delivery of children to, and Collection from EEC Service Policy,* this procedure provides detailed steps for educators to follow if a child appears missing or unaccounted for while attending our Service.

Educators will follow the *Missing Child During Regular Transport Procedure* if a child is missing or unaccounted for during transportation to or from the service.

IMPORTANT: Although researched the steps listed below are a guide only. Please ensure you adjust to your own circumstances and physical environment and then assess these before application in your Service.

Education and Care Services National Law or Regulations (R. 12, 99, 101, 115, 121, 122 and 168) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures
Related Policies: Supervision Policy, Delivery of children to, and collection from EEC Service Policy, Lockdown Policy

MISSING CHILD PROCEDURE		
1	The educator who has made the discovery of the missing child is to remain calm and notify the Nominated Supervisor/ Responsible Person	
2	The Nominated Supervisor/ Responsible Person will notify all educators and staff of the missing child	
3	Educators are to implement the *Lockdown Policy* to ensure all children are accounted for and to maintain supervision for other children.	
4	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	
5	The Lead Educator is to confirm with the Nominated Supervisor/ Responsible Person the name of the child who is missing	
6	Ensure one educator (consider ratios) is to remain with each group of children maintaining supervision by leading a group activity (reading a story etc.)	

7	The remaining educators and staff, along with Management are to conduct a comprehensive, coordinated search of the Service, ensuring the following areas are searched: • Storerooms • Cupboards • Play Equipment • Fixed Play Equipment • Cubby Houses • Hidden or Obstructed Areas in the indoor and outdoor environment • Ensure all exit doors and gates are closed and locked	
8	If the missing child has not be located within 10 minutes, the Nominated Supervisor/ Responsible Person will notify the Police by calling 000	
9	The Nominated Supervisor will contact the child's parents as soon as possible	
10	The Nominated Supervisor will notify the regulatory authority within 24 hours of becoming aware of a serious incident	
11	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.	
12	The Nominated Supervisor will conduct a risk assessment of the incident.	

REVIEW OF PROCEDURE			
Date procedure created	07/06/2023	To be reviewed	January 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
January 2025	Removed The Director from step 10 and 12.		