

MISSING CHILD PROCEDURE



Statement of Procedure

Educators hold a duty of care to provide continuous supervision of children, ensuring safe and secure environments in line with the Education and Care Services National Law and National Regulations. Effective supervision, supported by the careful setup and design of environments, plays a key role in reducing the likelihood and severity of injuries.

Educators must follow the Service's *Supervision Policy*, conducting frequent attendance checks throughout the day to confirm that all children are accounted for while in care. Furthermore, this procedure works in conjunction with the *Supervision Policy* and the *Delivery and Collection of Children Policy*, and outlines the specific steps educators must take if a child is identified as missing or unaccounted for, whether on the Service premises or during excursions.

Call 000 within 10 minutes

Education and Care Services National Regulations

Quality Area 2: 2.1.2, 2.2.2

Regs: S.165, S.167, S.174, 100, 101, 115, 121, 122, 123, 168

Missing Child Procedure

1. The educator who has made the discovery of the missing or unaccounted child is to remain calm and notify the nominated supervisor/responsible person, including confirming the name of the child missing
2. The lead educator will cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out

3. The nominated supervisor/responsible person will contact the child's parents to confirm if the child has been collected from the Service
4. An educator is to attempt to locate the child immediately by conducting a thorough search of the immediate area premises (checking any areas that a child could be locked into by accident)
5. The nominated supervisor/responsible person will notify all educators and staff of the missing or unaccounted child
6. Educators are to implement the <i>Lockdown Policy & Procedure</i> to ensure all children are accounted for and to maintain supervision for other children
7. Lead educators are to confirm the number of children in attendance to the nominated supervisor/responsible person
8. Ensure one educator (consider ratios) is to remain with each group of children maintaining supervision by leading a group activity (reading a story etc.)
9. The remaining educators and staff, along with management are to conduct a comprehensive, coordinated search of the OSHC Service, ensuring the following areas are searched by not limited to: • 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
10. The nominated supervisor/responsible person will contact the school and advise of the situation and ask for assistance to search for the missing or unaccounted child (if during school hours)
11. If the missing or unaccounted 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. The following details are to be provided to police/emergency services: • name of child • age of child • physical description of child • details of where the child was last seen • any identifying features or clothing • photograph of child if possible

12. Educators are to be assigned to all entry/exits of the Service to prevent children/adults from leaving the OSHC Service premises
13. Educators will assist police/emergency services to search for the child
14. Educators are to administer first aid as per <i>Administration of First Aid Policy</i> and procedure, including commencing CPR and contacting an ambulance as required when the child is found
15. The nominated supervisor/responsible person will contact the child's parents as soon as possible
16. The nominated supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location

Missing Child During an Excursion

1. Educators are to conduct head counts at regular intervals during the excursion, including prior to leaving the OSHC Service, moving between sections of the venue and leaving the venue
2. The educator who has made the discovery of the missing or unaccounted child is to remain calm and notify the excursion coordinator, including confirming the name of the child missing
3. The excursion coordinator will cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out
4. The excursion coordinator will contact the child's parents to confirm if the child has been collected from the service
5. An educator is to attempt to locate the child immediately by conducting a thorough search of the immediate venue premises (checking any areas that a child could be locked into by accident)
6. The excursion coordinator will notify all educators, volunteers and event staff (if required) of the missing or unaccounted child
7. Ensure one educator (consider ratios) is to remain with each group of children maintaining supervision by leading a group activity (reading a story etc.)
8. The remaining educators and volunteers, along with event staff (as required) are to conduct a comprehensive, coordinated search of the venue, ensuring the following areas are searched but not limited to: • toilets • seating areas • common pathways/hallways • surrounding environments

• hidden or obstructed areas in the indoor and outdoor environment • ensure all exit doors and gates are closed and locked (where possible)
9. • If the missing or unaccounted child has not be located within 10 minutes, the excursion coordinator will notify the Police by calling 000 to advise of the missing or unaccounted child. • The following details are to be provided to police/emergency services: • name of child • age of child • physical description of child • details of where the child was last seen • any identifying features or clothing • photograph of child if possible
10. Educators are to be assigned to all entry/exits of the venue to prevent children/adults from leaving the venue premises (if possible)
11. Educators are to administer first aid as per <i>Administration of First Aid Policy</i> and procedure, including commencing CPR and contacting an ambulance as required when the child is found
12. Educators and volunteers will assist police/emergency services to search for the child (as required)
13. The excursion coordinator will collaborate with the nominated supervisor/responsible person and arrange transportation of other children back to the Service
14. The nominated supervisor/responsible person will contact the child's parents as soon as possible
15. The nominated supervisor is to remain in contact with the child's parents and Police/emergency services for updates regarding the child's location

Following an Incident of a Missing Child

1. 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.
2. The nominated supervisor will notify the regulatory authority through the NQITS within 24 hours of becoming aware of a serious incident.
3. The nominated supervisor will conduct a review of the incident and supervision practices, including an assessment of areas for improvement.

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This Procedure Follows the ACEQA: [Child Safety](#) | [ACECQA](#)