2.4.1 OSHC Arrival and Accountability Procedure

Child arrives

Child is signed in





care

Child appears to be missing or cannot be accounted for or appears to have been taken or removed from the education and care service premises in a manner that contravenes the regulations



The parent will be notified that the child is unaccounted for and the police called (This point to precede last box in this column – as per policy 2.4)



Service to notifiy Regulatory Authority of *Serious Incident* Child does not arrive



Service representative investigates and locates the whereabouts of the child and parent confirms that the child is not attending that session of care



Child is considered and marked as absent and is not the responsibility of the Education and Care Service for that session of care Child does not arrive



Service representative investigates and is unable to locate the whereabouts of the child or recieve confirmation from the parent/guardian of whereabouts

(Refer to service Policy -Arrivals and Departures of Children)



The child is considered absent and unaccounted for and is marked as absent



The Police are notified that a child was expected to attend care but has not arrived and that their whereabouts are unable to be determined or confirmed by the parent/guardian



Police determine action to be taken