

# THE GOWRIE (QLD) INC

## MISSING CHILD RESPONSE POLICY

### CONSIDERATIONS:

QIAS	Principle 5.1 & 5.2
REGS	Child Care Regulation 2003 Section 43/24/25 Child Care Act 2002 Section 65/76/81

### POLICY STATEMENT:

To respond immediately and appropriately to the possibility of a missing child to ensure the child's safety and well being.

REVIEWED: May 2010

Date to be Reviewed May 2011

### IMPLEMENTATION:

REMEMBER	Child: staff ratios must be maintained at all times.
PROCEDURE	<ul style="list-style-type: none"><li>• Stay calm so as not to upset or scare the other children.</li><li>• Numbers in all rooms are to be checked against roles and enrolment lists.</li><li>• A staff member(s) will check the immediate internal and external vicinity of the service.</li><li>• The Director will notify the President and their CGB.</li><li>• The Director/President will inform emergency services and the family of the child. The Office of ECEC will also be notified.</li><li>• The Director will establish the following details and also ensure that:<ul style="list-style-type: none"><li>– a description of the child</li><li>– the last known location</li><li>– the time elapsed since the child was last seen.</li><li>– an incident form is to be completed by all staff involved</li></ul></li></ul> <p>A full report will be required to be written on the procedures and outcome of the situation. The Office of ECEC will advise on the requirements for this. At all times advice from the Office and any other concerned Government Department must be strictly adhered to and followed.</p>