

Policy Title: Collection of and Missing Children Policy

Classification: Kindergarten Operations

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: May 2021

Review Date: May 2023

Objective: To ensure that all children remain at kindergarten when expected to be there, and only leave the kindergarten with the appropriate person/s.

Commitment: HCK is committed to ensuring all children are safe whilst in the care of the teachers at kindergarten.

Related Documents

- Licensing Criteria for Early Childhood Education and Care Services (2008)
- Emergency Management Policy

Policy Details:

1. Each team will have a system in place so that children remain safely in the care of the teachers until the appropriate time for release to the appropriate person/s.
2. Teaching teams will develop systems to ensure they regularly assess the kindergarten premises to make sure they are safe and secure. They will implement procedures to prevent children leaving the kindergarten without appropriate supervision.
3. If a child is missing, each team will develop a procedure for dealing with this situation in line with HCK guidelines and the Emergency Management Policy.

Review:

This policy will be reviewed biennially in consultation with staff.