



## Children Leaving the Centre Unaccompanied Policy

Enquiries to:	Centre Manager, Chairperson
Applies to:	Kaiko, Staff, parents/caregivers, whānau
Date Developed:	July 2021
Date reviewed:	July 2021
Date Approved:	
Next Review Date:	June 2022

**References:** Licensing Criteria, HS 31, MOE ECE Regulations 2008, Health and Safety Policy, NZ Police, Vulnerable Children's Act 2014, Safer recruitment, safer children.

### Purpose:

To ensure:

- Children remain within the centre premises at all times whilst attending a centre session
- When children leave centre premises, they are accompanied by one of the teaching staff on an authorised excursion and/or with the authorised pick up person
- That procedures are in place and known if a child does leave the premises unaccompanied

### Precautions to be taken:

To avoid the likelihood of a child leaving the centre unaccompanied:

- The centre has a door where the handle is out of reach of tamariki (adult height) in the main entrance.
- There is a gate before reaching the front door from the inside to minimise the risk of tamariki slipping through the door when others arrive.
- Talk to children regularly about the risks of leaving the premises without their parent/guardian.
- Regular reminders to visitors to the centre and parent's, via Educa and or newsletters etc, not to allow unaccompanied children out the door or encourage their own child to open the door.
- Teachers to monitor children around the door leading into the centre and the hall area.

### Procedure to follow if a child is suspected to be missing:

1. Teachers are to gather up all children and sit together.
2. Check the roll to ensure they have not been collected by a parent and signed out of the centre.
3. One teacher is to carry out a thorough check of the entire premises including outdoors, under decking, Laundry/cleaner's cupboard, children's toilet, and adult's toilet.
4. If child not located, then one teacher is to scout around all school buildings and on the street and then report back to the Centre Manager.

### Procedure to follow if child is missing. The following procedure is to happen simultaneously:

1. Centre Manager to call for police assistance immediately by dialling 111.
2. Centre Manager is to remain with all the other children while two teachers leave premises to look for missing child.
3. One teacher is to search the south end of the street, near the river bank and one teacher to search north end and surrounding area by the school and carparks.
4. Centre Manager is to call parents/guardians as soon as possible.

### Action to be taken once the child has been found:

- Reassure and comfort the child.

- The child is always to remain with a kaiako until the parent arrives at the Centre.
- Ensure parents have been contacted.

• **Follow up action required:**

- Immediately report incident to Manager and BOT chairperson.
- Record incident in Accident Register.
- Make appropriate changes to prevent incident to reoccur.
- Inform MOE and seek further advise if necessary.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____		Designation: _____	Date: _____