



At Littlehampton Primary School OSHC we have implemented the following procedures to minimise the chance of children being unaccounted for whilst in our care.

Roll call is the process by which Educators sight, confirm and record the attendance of each child according to the OSHC record of attendance.

During all OSHC care sessions the following procedures will be observed:

- Educators to monitor parents/caregivers as they arrive to ensure all children are signed in/out correctly.
- Parents/caregivers to check in with Educators before signing out children from the OSHC.
- The Educator supervising the OSHC yard is to ensure all gates are closed and monitor they are not left open by parents/caregivers upon entering/exiting the service.
- Educators are to remind children that the locker room is for storing bags only and not a play space, children are able to collect things from bags but are not to remain in the locker room.
- Children to seek permission from Educators if collecting equipment from inside the school grounds (children not to collect ball/equipment that goes out of school grounds). Educator to supervise the retrieval of equipment and ensure that gates have been closed after.
- Educators to monitor Educator/child ratios in all areas as per OSHC ***Supervision of children policy and procedure***.
- Educators to monitor and check in with children who may be likely to attempt to leave the service.
- If children are being divided into groups to move to other areas of the school, Educators to do a head count before they leave and before they return to OSHC.
- At the end of an After School or Vacation Care session, Educators to check that all children have been signed out. If a child has not been signed out correctly, Educators to check with other Educators and/or to phone parents/caregivers to make sure they have been collected correctly.
- Roll calls will be cross referenced with the official roll for the session as recorded in the Kids Soft program accessible via the OSHC ipad device and documented in the staff diary (time and outcome of call, any related notes or follow up).

Procedures Specific to particular sessions:

Before School Care

Roll call required **before sign out procedure occurs** (outlined in ***OSHC Delivering and collecting children to school policy and procedure***).

After School Care

When walking children from school to OSHC at any time: One Educator to be at start of line and one Educator at end of line. Last Educator through the gate to ensure gate between bottom playground and court is closed.

Roll call required:

- **After sign in procedure is complete** (outlined in ***OSHC Delivering and collecting children to school policy and procedure***).
- At afternoon tea time while children are sitting eating their afternoon tea (4pm).

- When Educator/s bring all children together at the end of the outside session (between 5-6pm depending on weather). All children to then be moved inside building.

Vacation Care

When onsite at the school grounds, Roll call required:

- At Recess time when all children are sitting having recess (10.30am)
- At Lunch time when all children are sitting having Lunch (12.30pm)
- At afternoon tea time while children are sitting eating their afternoon tea (4pm).
- when Educator/s bring all children together at the end of the outside session (between 5-6pm depending on weather). All children to then be moved inside building.

When offsite at excursions see ***Excursion Policy and Procedure***.

In the event of a missing child:

If a child is found to be unaccounted for during a roll call, or has been noticed to be missing by Educator/other children/parent/caregiver, Educators will:

- Check inside and outside OSHC area including toilets/ office/behind shed/front yard.
- If a group is in a separate area of school, make contact with Educators via mobile phone see OSHC ***Supervision of Children Policy and Procedure*** to confirm if that child is with another group.
- Undertake a roll call of all children.
- Phone child's parents/caregivers to confirm if child/children may have been collected but not appropriately signed out.
- Check school grounds.
- Contact School Leadership Principal/Deputy Principal/Assistant Principal.
- If still not accounted for, phone police on 131 444 and record police incident or report number.

If a child is observed to leave OSHC grounds:

- If child is in school grounds, Educators to speak to the child to see if they can support them to return to the OSHC grounds. Observe/monitor child until they return to OSHC . If child will not return to OSHC grounds continue to observe/monitor child whilst an Educator contacts parents/caregivers.
- If child has left the school grounds, Educators to speak to the child to see if they can support them to return to the school grounds. Observe/monitor child until they return to the school ground or until they are no longer visible from the school grounds. Educator to contact school Leadership (listed above) for support. Phone parents/caregivers to come and collect child if possible.
- If child does not return to school grounds and parents/caregivers are not able to collect child in a timely manner, phone police on 131 444 and record police incident or report number.

Report incident to appropriate authorities—EDU portal and Education Standards Board of South Australia.

Governing council approved policy August 2021. Reviewed and updated March 2023.

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