2.4.1   **<u>Attendance and Accountability Flowchart</u>**

Column 1:

Child arrives

↓

Child is signed in

↓

Child is the responsibility of the Education and Care Service for that session of 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*

Column 2:

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

Column 3:

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