

Safeguarding children

Absent child policy

Policy statement

Happy Kids will work with parents to help ensure children are able to access their full early education entitlement and childcare sessions so that they get maximum benefit from their childcare. Good and prompt attendance increases the child’s opportunities to learn and develop, gets them into good habits ready for starting school, helps build good relationships with their key person and other children and staff and improves their self-esteem. When not present we will take steps to ensure that we know the reason for the absence and to check the child is safe and able to return to nursery as soon as possible.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

- When a child is absent from nursery we will contact the parent to establish the reason for the absence if they have not already contacted us. For the majority of children this will be on the second day of absence except for those most likely to benefit from attending in which case they will be contacted on day one. This can include amongst others two year early education children, early years pupil premium children, looked after children and children on an early help assessment, child protection plan or children in need.
- On the register we put a line through the child’s session time for the day they are absent. On the recording sheet we state the reason for the absence if known at that time. If not known on day 1 we record the reason for the absence on day 2 or as soon as the reason has been established. On the day the parent is first contacted, if unable to get in contact with them, we state they have been contacted but no response, and try again each day until a response is

received or the child returns when we will ask the parent directly (see last bullet point regarding absences of 3 weeks or longer).

- At the end of each week we transfer the absences noted on the recording sheet onto the accident and absence monitoring spreadsheet, where we record the name of the child, the date and day of the week of absence(s), the reason for the absence and tick to say contact has been made with the parent. In doing the transfer the member of staff checks all absences from the register have been recorded and ticks and initials to confirm this.
- Each term we analyse the data to determine if any trends in absences appear which may give us cause for concern. Trends can be analysed at any time if concerns arise mid-term.
- If a child is absent for more than 3 weeks and we are not able to establish a reason for the absence or are uncertain of its validity we will contact the Multi Agency Safeguarding Hub.

Legal framework

Primary legislation

- Children and Families Act (2014)
- Working Together to Safeguard Children (July 2018)
- What to do if you're worried a child is being abused (March 2015)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping Children Safe in Education (Sept 2019)

Version number	1.2
Review Period minimum:	Every November
Signed on behalf of the company	Steve Scott
Name of signatory	Steve Scott
Role of signatory	Director