

**1.8 Late/Absent Child**

# Policy statement

## In the event that a child does not arrive at playgroup within 30 minutes of their session start time, with no contact from their parent/carer, we put into practice procedures to ensure contact is made with parent/carer and the welfare/safety of the child is assured.

## We inform parents/carers of our procedures so that, if they are unavoidably delayed, are going on holiday or not bringing their child to playgroup due to illness or any other reason, contact is made with staff as soon as possible to ensure staff know that the child will not be attending their session.

## Procedures

## Our procedure in the case of not hearing from a parent/carer to confirm a child’s absence is as follow.

Parents are asked to provide the following specific information when their child starts attending our setting, which is recorded on our Registration Form:

* Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
* Place of work, address and telephone number (if applicable).
* Mobile telephone number.
* Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
* Who has parental responsibility for the child.
* Information about any person who does not have legal access to the child.

The child’s file is checked for any information about changes to the normal collection routines.

If a child does not arrive a playgroup for their session within a reasonable time and with no contact from their parent/carer, after 30 minutes, we follow the procedures below:

## Text to the main parent as on your child’s registration form.

## If no reply after a reasonable time, second text.

## If no reply, we will try telephoning.

## If we still receive no reply, we will contact second parent/carer by telephone.

## If we unable to get in contact with either parent, we will contact emergency contacts.

## If the emergency contact is unable to contact parents/carers, we will contact the parent/carers place of work if applicable. If we are unable to contact the parent/carer through their work contact details and we are aware of older siblings attending a school, we will contact the school to confirm their attendance.

## If they are unable to confirm for any reason or the child has no older siblings then after a reasonable amount of time has passed, our next call will be to the police.

* We will assess the circumstances, if from the assessment we believe the child could potentially be at immediate risk or in an unsafe environment, we will contact the police.

## It is extremely important for parent/carers to get in touch if their child will be absent from playgroup for any reason. We have a duty of care to ensure every child’s safety and unless we hear from parents/carers we do not know if an accident or incident could have happened to Parent or child, also, the child may be alone and/or in an unsafe position.

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| This policy was adopted by | | Noah’s Ark Playgroup | *(name of provider)* |
| On | | March 2021 | *(date)* |
| Date to be reviewed | | March 2022 | *(date)* |
| Signed on behalf of the provider | |  | |
| Name of signatory | | Helen Butler | |
| Role of signatory (e.g. chair, director or owner) | Manager | | |

**Further information**

* Safeguarding Children (Pre-school Learning Alliance 2013)