

Attendance policy and procedures (part of Safeguarding policy) valid from September 2025

All children at Bears Hideaway must attend a minimum of two days per week. This is so that the children have consistency and continuity during their time with us at Bears Hideaway.

Children must have regular attendance and if they are absent due to illness/holidays etc the nursery must be informed by a parent/carer, either via telephone conversation, email from an email address we have on file for the parent/carer or in person if notifying us in advance. If children do not have regular attendance the nursery proprietor/manager/deputy manager will engage in discussions regarding this. These discussions will consider the pattern or trends in absences and their personal circumstances. They will then speak with the child's parent/carer. The action taken by the nursery will depend on the reasons for absences for example the family may need support from early help to secure support to help manage situations or challenges within their family – if this is the case the nursery will refer to the child's health visitor and or early help with the consent of the parent/carer. If there are concerns about a child's welfare or that of their family, we will contact other agencies to seek advice and support for example MASH, Health visitor etc.

Staff are aware that they must sign each child in and out every session and ensure they record who it was who dropped off/collected them. This is recorded on the rooms registers.

If a child is absent and the nursery have not been informed prior to the absence or by 930am of the day the child is due to attend a member of staff will attempt to call the parents/carers who the child usually resides with.

If a child does not attend for a session for the nursery the following procedure will be followed:

1. Staff member to speak to the DSL/DDSL to raise their concern.
2. DSL/DDSL will attempt to make contact with the parent/carers on the registration form and leave a message if not answered.
3. DSL/DDSL will then email the parent/carer
4. The DSL/DDSL will discuss the need to contact further agencies if there are concerns about the child and or family.
5. The DSL/DDSL will make contact with other agencies to raise their concern about the child's welfare. This could be the MASH/police or a family support worker for example.

If the child's absence is prolonged, the nursery will follow the above procedure.

Children who are removed from setting with no notice after safeguarding concerns are raised

If a child does not come back to the setting after safeguarding concerns have been raised this is the procedure we would follow:-

1. Staff member/DSL/DDSL will raise their concern that the child has not arrived.
2. DSL/DDSL will attempt to make contact with all people on the child's registration form.
3. DSL/DDSL will contact the First Response Hub /out of hours and follow their advice.
4. The DSL/DDSL will ensure all of the above is documented.