

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Absence Policy

Statement:-

Our setting promotes the regular attendance of all the children who attend our setting. We understand that the children we care for are unique and that some children get tired more easily than others and are more susceptible to illness. The setting also appreciates that due to family circumstances family holidays may need to be taken during term time. It is just as important for children to have this quality time with their families, they are also an essential part of their life experiences.

Procedures

To comply with its statutory duty to keep children safe under the Working Together to Safeguard Children guidance (March 2015):

- All staff follow the settings safeguarding policies and procedures and promote the welfare of the children.
- We actively encourage parents to only take up sessions based on what they know their child can attend and meets their individual requirements.
- We ask parents to notify staff in advance if they are going to be absent for a longer period of time due to holidays.
- We ask parents to phone or text the setting if their child is absent due to illness as soon as they are able to do so.
- If a child is absent for more than 7-10 days the manager/deputy manager will contact the parents to ask for confirmation as to why their child is absent from the setting.
- If a parent cannot be contacted the emergency contact person on the child's registration form will be contacted and asked to provide a valid reason explaining why the child is not in setting.
- If no contact can be made and no valid reason for absence can be ascertained then the manager will contact children's social care and inform them of their concerns.
- If a child leaves the setting in circumstances which lead the provider to believe that there may be a safeguarding issue; this is followed up by using the usual

safeguarding procedures.

- Concerns relating to terrorism and extremism are reported immediately and safeguarding procedures followed
- If a child known to Suffolk County Council Children's Social Care (Child in Need or Child Protection Plan or Looked after Child) leaves a setting as described above or has an unexplained absence the setting follows our safeguarding procedures and will also inform the relevant social worker / social work team immediately.
- Where Suffolk County Council (SCC) is aware of a child who is a Looked After Child (LAC), has a Child Protection Plan or is a Child in Need they may initiate contact with us to ensure that effective planning and strategies are in place.
- Our setting follows safe recruitment and employment procedures. Staff can access further information on the Suffolk Safeguarding Children Board (SSCB) website: www.suffolkscb.org.uk follow the links to Procedures and then protocols: <http://suffolksafeguardingchildrenboard.onesuffolk.net/procedures/lscb-protocol>

Legal framework

- Protection of Children Act (1999)
- Safeguarding Vulnerable Groups Act (2006)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Equality Act 2010
- Counter-Terrorism and Security Act 2015

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....