



Early Learning and Childcare Centre

## **CHILD ABSENCE POLICY**

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

### **Standard 3: I have confidence in the people who support and care for me.**

#### Responsive care and support

3.18 – I am supported and cared for sensitively by people who anticipate issues and are aware of and plan for any known vulnerability or frailty.

#### Wellbeing

3.20 – I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

3.21 – I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.

3.24 – If I might harm myself or others, I know that people have a duty to protect me or others, which may involve contacting relevant agencies.

3.25 – I am helped to feel safe and secure in my local community.

### **Standard 4: I have confidence in the organisation providing my care and support**

#### Responsive care and support

4.11 – I experience high quality care and support based on relevant evidence, guidance and best practice.

By being knowledgeable about who is absent from Ferryfield and why allows us to protect, not only vulnerable families but also everyone in our community and especially those who are frail and particularly susceptible to illness, including unborn babies.

- All absences will be recorded in the Register on a daily basis.
- Even though attendance at Playgroup is not mandatory, we ask parents to inform Ferryfield if their child is going to be absent. They are requested to provide the group with the reason for their child's absence and the length of time they think their child will be off.
- Parents are requested to provide an accurate reason for their child's absence as this information needs to be recorded and monitored, to identify potential outbreaks of illness.
- If a child has not been present at Ferryfield for up to 2 sessions, and there has been no explanation for the child's absence, a member of staff / management committee will attempt to contact a parent/carer to establish the reason for the child's absence.
- If there is no reply, the other contact numbers on the child's Registration Form will be used.
- If contact cannot be established, a committee member will visit the family's address to ensure everything is in order.

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Scottish Charity Number SCO02153

- If a child is absent for prolonged periods, parents should telephone Ferryfield once a week to bring staff up to date with the situation. If we do not hear from the parents, a member of staff / management committee will attempt to contact them on a regular basis.
- **In all cases**, if parents cannot be contacted, and no other parties can confirm that the child is safe (eg if friends know they are away on holiday), staff / committee will contact Social Services with their concerns.
- If a child remains absent from Ferryfield for longer than 2 weeks and even if the parents have given a reason for the absence, the Manager/ Management Committee reserves the right to inform the child's Health Visitor of any concerns, without parental consent.

Adopted by Committee .....

Date .....

August 2019