Absent Child Policy

1. Introduction

At Abbeymead Under 5’s, we are committed to providing a safe, nurturing, and inclusive environment for all children in our care. This Absent Child Policy outlines our procedures and guidelines for managing and addressing instances of child absence.

2. Aim

The aim of this policy is to ensure the well-being and safety of all children attending Abbeymead Under 5’s, maintain effective communication with parents or guardians, and comply with relevant regulatory requirements.

3. Absence Notification

3.1. Parent/Guardian Responsibility: Parents or guardians are required to notify the playgroup staff as soon as possible if their child will be absent for any reason. This notification can be made through various means, including telephone calls, emails, or in-person communication.

3.2. Expected Absence Duration: Parents or guardians should provide an estimate of the expected duration of their child's absence and the reason for the absence, such as illness, holiday, or other unavoidable circumstances.

4. Follow-Up Procedures

4.1. Concern for the Child's Well-being : If the playgroup staff has not received notification of a child's absence, and the child is expected to attend on a particular day, staff will attempt to contact the parent or guardian to verify the child's safety and well-being.

4.2 Consistent Unexplained Absences: If a child has consistent unexplained absences or irregular attendance, the playgroup staff will communicate with the parent or guardian to address any concerns or difficulties the family may be experiencing.7. Data Protection

5. Confidentiality: All information related to child absences will be treated with the upmost confidentiality, in accordance with applicable GDPR

6. Review

This Absent Child Policy will be reviewed and updated annually or as needed, in consultation with staff, parents or guardians, and relevant regulatory authorities.

7. Implementation

This policy will be communicated to all parents or guardians upon admission and made accessible to playgroup staff. It is the responsibility of all staff members to adhere to and implement this policy effectively.

By implementing this Absent Child Policy, Abbeymead Under 5’s aims to ensure the safety and well-being of all children while maintaining open communication with parents or guardians regarding their child's attendance at the playgroup.