

## **Safeguarding and Welfare Requirement: Equal Opportunities**

Providers must have and implement a policy, and procedures, to promote equality of opportunity for children in their care, including support for children with special educational needs or disabilities.

### **1.7 Unknown Absence**

#### **Policy statement**

We ask parents and carers to telephone Nursery to tell us when their child is ill. This is especially important if they have an infectious illness or the family are receiving extra support. We also request to be told when children are taken on holiday during term time or going out for the day. This information can be given in advance verbally to the member of staff registering the children as they come in and the dates will be noted on the register.

In the event of unauthorised absence we may need to follow the following procedure if we have concerns for the child.

#### **Procedures**

Ask family friends at Nursery if they know why the child is absent if appropriate.

The child's keyworker or another member of staff will telephone the home number, mobile or workplace number provided to ask after the child's wellbeing.

If contact with a parent is not made we will leave a message.

If we have concerns of a child's safety and wellbeing we will immediately contact social services.

Under other circumstances if we do not receive a reply within 24 hours we will contact the local school where siblings attend or make inquiries to other services eg. health worker.

In the unlikely event that we cannot find out why the child is absent after 48 hours we will inform social services.

This policy was adopted at a meeting of

Flying Start Nursery

Held on

July 2015

Date to be reviewed

July 2016

Signed on behalf of the provider

Name of signatory

A.Mirza

Role of signatory

Partner