



Burrough Green Playgroup

Registered Charity Number: 1031074

Burrough Green

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Safeguarding and Welfare Requirement: Child Protection

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

1.10 Children's attendance and absences

Introduction

Burrough Green Playgroup fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

It is our aim to give every child the best start in education. To do this we aim to encourage children to attend regularly and punctually. It is Burrough Green Playgroup's belief that children learn best by consistent care and attendance at playgroup plays an important part in this. Attendance registers will be kept everyday.

Whilst playgroup cannot refuse a request for absence, and attendance is not compulsory, Early Years funding arrangements require children to attend regularly. Regular attendance and being on time helps many young children separate from their parents/carers and settle more readily into daily life providing them with opportunities to develop their personal, social and emotional skills. In addition, good quality early learning:

- helps children to be happy, confident, sociable and curious
- gives opportunities to be active and learn through fun and play, indoors and outdoors
- offers many activities including creative and messy play
- helps them to become effective learners and ready for school
- has a long term impact on their development

We understand that on occasions children may be too ill to attend playgroup, or may not be present for other reasons. On these occasions it is the parent's responsibility, to contact the Manager before the session begins (or as soon as possible), so the absence can be registered as authorized. We request that as much notification as possible is given of an impending absence so that the staff can plan accordingly. Absences can be notified by telephone, email or personal visit.

Persistent absence without notification may result in the loss of the child's place at playgroup.



Working together with Burrough Green Primary School





Procedure to follow regarding children's absence from playgroup

- All children's absences should be logged.
- Parents should notify playgroup of a child's absence as soon as possible, via email, telephone or visit.
- A courtesy call made to parent/carer on the first day of absence if no contact has been made by the parent/carer. Log the date and reason for absence and when the child may return to playgroup.
- If a child is due to attend again that same week and no contact is still made then we will try emergency contact numbers to check for the parents/carers and children's safety
- We can also contact any sibling's school to check if there is any information from them

A home visit can also be made if considered safe to do so and staffing ratios allow.

If staff become worried about the safety or welfare of a child then we must refer to our child protection policy.

If there is a concern of significant harm then a referral should be made immediately to social care.

Staff should be proactive in challenging absences partially where trends are identified.

The early years funding and pupil premium funding agreement requires providers to make every effort to contact the family in the case of non attendance and to inform the Early Years Funding team if the place is not taken up.

Further guidance

- Working Together to Safeguard Children (2015)
- What to do if you're Worried a Child is Being Abused (DfE 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Keeping Children Safe in Education (2015)

Other useful Pre-school Learning Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)



Useful contacts

Early Years Safeguarding Advice Line 01223 729040

Early Years Named Senior Officer 01223 714760

Local Authority Designated Officer (LADO) 01223 727967

This policy was adopted by Burrough Green Playgroup *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____

Reviewed by _____

Name of signatory _____

Date _____

Reviewed by _____

Name of signatory _____

Date _____

Reviewed by _____

Name of signatory _____

Date _____