

Unexpected Absence from Nursery Provision Guidelines for Parents and Carers

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What is the purpose of these Guidelines?

The purpose of these guidelines is to inform you about our procedures regarding what we do if children are unexpectedly absent from their nursery provision. All Stirling Council establishments follow the same attendance procedures, therefore ensuring that safeguarding approaches are consistent for all children who attend an early learning and childcare setting.

All practitioners have a role to promote and safeguard the wellbeing of children in their care. While children can be absent for many reasons, some children may be more vulnerable than others and we must treat all absences with the same care and concern.

What should you do if your child is to be absent?

If your child is to be absent for any reason, e.g. illness, you will be expected to phone your child's nursery and inform them that your child will not be attending that day. This must be done within the first hour of your child's session. If we do not hear from you we will contact you.

What do we do if we do not hear from you when your child is unexpectedly absent?

On day one, if we have not heard from you and cannot contact you, we will phone all contact numbers, including emergency contacts on file until verbal contact has been made.

Nursery staff will keep in contact with you during your child's absence and you are also welcome to update the nursery.

If we are unsuccessful in making contact and have not seen your child, safeguarding procedures will come in to effect. This may include a home visit by nursery and/or other services. If we are unsuccessful in making contact and have not seen your child then next steps will be agreed with other professionals and may involve contacting social work department or police to make an emergency welfare visit.

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	Date	Lead Officer(s)
Produced	January 2019	Sarah Pirie, Workforce Expansion Support Officer
Review	January 2020	Sarah Pirie, Workforce Expansion Support Officer

If you need help or this information
supplied in an alternative format
please call 01786 404040.

