

UHI | PERTH

Absent Child Procedure

UHI Perth Nursery

Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1	August 2016	
2	April 2021	Title changed from Nursery Coordinator to Nursery Manager 5.4 Changed to absences noted during the morning monitoring by Nursery Manager or the Depute Nursery Coordinator
2.1	February 2024	Updated to UHI Perth Branding

UHI Perth Nursery Absent Children Procedure

1 Purpose

- 1.1 The purpose of this procedure is to provide guidelines which can be followed to ensure that the reasons for a child's absence from Nursery are established and that appropriate follow up action is taking in response to a child's absence.

2 Scope

- 2.1 All children in the care of the Nursery fall under the scope of this procedure and as such it is relevant to work with all members of the nursery staff.

3 Definitions

- 3.1 None.

4 Responsibilities

- 4.1 The Nursery Manager has overall responsibility for ensuring that this procedure is implemented.
- 4.2 All staff members are responsible for following the procedure and for ensuring that their professional practice supports its implementation.
- 4.3 The Nursery Manager is responsible monitoring the effectiveness of the procedure and will access relevant feedback from staff to support this.
- 4.4 The Nursery Manager is responsible for the reviewing and updating of this procedure.
- 4.5 Quality approval check of the policy is the responsibility of the Head of Human Resources and Organisational Development who will arrange for the policy to be posted on the web.

5 Procedure

- 5.1 Parents/carers will be required to telephone the Nursery by 10.30am on the first day of any absence if a child will not be attending.
- 5.2 Parents/carers are notified of this requirement in writing when they first enter into a contractual agreement with the Nursery.

- 5.3 If a child is not in Nursery at a time when they are expected and no explanation or prior notice of this has been received, the Nursery Manager or Depute Nursery Coordinator will take note of this when completing the morning monitor check.
- 5.4 With the acknowledgment of any child absence during the morning monitoring check, the Nursery Manager or the Depute Nursery Coordinator will endeavour to contact the parent/carer as quickly as possible and certainly on the same day, to establish the reason for the absence.
- 5.5 If the parents/carers cannot be reached, the specified Emergency Contacts for the child can be contacted.
- 5.6 If contact cannot be made with either these parties, the Nursery Manager or Depute Nursery Coordinator will continue to contact the parents of the Emergency contact for the remainder of the day.
- 5.7 However, if the Nursery has previous concerns about the absent child and their welfare, and contact has not been made with either the parents/carers or Emergency contact within a 24-hour period, the Nursery Manager or Depute Nursery Coordinator will take steps to establish the safety and well-being of the child, as appropriate to the situation. Such steps may include, for example contacting the child's Health Visitor to request their involvement.
- 5.8 In situations where no previous concerns were held about a child, but their absence from Nursery persists without an appropriate explanation for this being obtained, the Nursery Manager or Depute Nursery Coordinator will take similar action as noted in 5.7 to establish that the child is safe and well.
- 5.9 Contacts made and actions taken will be recorded on the Absence procedure Contact Form.
- 5.10 Where significant or immediate concerns are held by the Nursery Manager or Depute Nursery Coordinator about an absent child's safety, wellbeing or protection, the College's safeguarding Procedure will be followed, such as an external referral to the Duty Protection Team may be made.

6 Linked Policies/Related Documents

6.1 UHI Perth Safeguarding Policy