

ABSENT CHILD POLICY

POLICY

There have been rare occasions when a child has been at their own home when their parent or carer has had an accident or been incapacitated. This has meant that the child has been left alone for a substantial period of time. This policy aims to provide a system to prevent this happening.

PROCEDURE

Parents/Carers must inform the Pre-School by telephone – 01708 478449 – or by email – email@wingle-tye.co.uk if it is known in advance that their child is going to be absent – for example a holiday or appointment.

In the case of sickness, the parent/carer should contact the Pre-School as soon as possible by telephone 01708 478449.

If the setting has not heard from parents/carers by 10 am on the day of absence, staff will attempt to contact them by telephone.

If staff are unable to contact parents/carers on the given contact number, they will then use the emergency contact numbers provided.

If staff are unable to make contact, they will inform Havering's Multi Agency Safeguarding team.

It is the responsibility of the parent/carer to ensure that their contact information is kept up to date and accurate.