



## **ATTENDANCE, LATE, LOST, MISSING OR UNCOLLECTED CHILD POLICY**

### **Attendance:**

Fusion recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care. We know that a child being absent from early years settings, or for prolonged periods of time, can be a sign of safeguarding concerns. It is our policy to ensure that the children we care for are safe and we request that, if a child is not going to attend a booked session, parents/carers must contact us promptly to let us know. We expect parents/carers to contact us promptly via, email, text or whatsapp and let us know if the child is not attending and a reason for the child absence will be given.

In order to ensure the safety of all the children we care for we will follow the procedure below:

- request at least three emergency contacts on registration, where possible
- have a clear record/register of the dates and times children are due to attend
- accurately record the times that your child arrives and departs from our setting
- record details of absences, including dates and reasons given as reported by parents/carers
- Follow up with the school/parents/carers about

In the event that a child does not attend as expected we will contact parents/carers in a timely manner, of their expected arrival, to make sure everything is okay. If we are unable to contact you, we will contact the emergency contacts detailed on the registration form. **We will check with the school of their attendance and check to see whether they are at a school run club, before contacting parents/carers. If a child has not turned up for Pre-School we will contact parents/carers if we have not heard from them about why they are not attending.**

If we are still unable to contact anyone, we will implement our safeguarding procedures. These may include sending a member of staff to the registered address for the child, contacting the local police and ask them to undertake a welfare check at the registered address and contacting children's services to report our concerns.

We will regularly monitor children's attendance patterns and trends. Where we have repeated absences without notification, and we have concerns we will make a referral to HSCP and may also ask the police to undertake a welfare check.

The manager will ensure that an accurate record is kept of all children at Fusion, and that any arrivals or departures are recorded accurately on the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Fusion is clear on our expectations for reporting child absences and the actions we will take if a child is absent without notification or for a prolonged period of time, for example: implementing the setting's safeguarding procedures, following up with the parents and/or carers and contacting emergency contacts if parents and/or carers are not contactable.

### **Missing/Lost child on collection:**

When a member of staff is collecting a child for After School Club, who is registered as attending Fusion and that child is not present the following procedure must be carried out immediately:

- Check with the Head Teacher/School Office of the relevant School to ensure that the child in question was not absent from School or had to be collected early. If the child was at school, we will check if they are at an extracurricular club. If a child's absence is still unexplained then:
- Immediately contact the first Emergency Contact on the child's registration pack and work your way down the list in order until you have spoken to someone who can explain the child's absence. If the child's absence is still unexplained then:
- Regroup all children in the Infant School and go straight to the hall with 2/3 adults for a large, calm group activity, whilst remaining staff commence a search of the site.
- Call the POLICE immediately and report the child missing.

### **Missing child whilst at Fusion:**

- Remaining children re-grouped with 3 adults for a large, calm group activity in the hall/ **Early Years room** - Children will not be alerted.
- Search all possible areas, field, hall, dining room, quiet room, toilets, classrooms, etc (Year 6 children may help with this).
- Inform parents
- Inform Local POLICE – report the child missing
- Inform Children's Services – 0300 123 4043.
- Inform Ofsted – 0300 123 1231
- Search further afield if necessary
- If necessary, contact parents of remaining children to collect early.

### **Uncollected Child:**

In the event of a child not being collected at the end of their Fusion session:

- Use the Contact Information Sheet and contact parents and/or emergency contacts.
- Two members of staff need to remain with the child.
- Keep the child calm and busy so they do not worry or get distressed that they have not been collected.
- Contact Fusion's Manager and The Management of Fusion Childcare Services who

will have overall responsibility to make any further decisions.

- If Fusion are unable to contact any of the Emergency contacts for a child/ren, after one hour staff will phone Children's Services – 0300 123 4043. They may arrange to take the child into temporary care.

### **Late Collection:**

If child/ren are not collected by 5:15pm then they will automatically get extended to the 6:15pm session. If a child/ren are not collected by 6:15pm, Management will phone Emergency contacts.

If child/ren are not collected by 1:15pm, Management will phone Emergency contacts.

Management and Emergency contact will agree a plan, ie someone else will collect child/ren or the parents will notify Fusion of their estimated arrival time. Two members of staff will stay with child/ren. The 'Lone Working Policy' will be instigated if needed.

The 'Late Agreement' between staff and parent's will be signed on collection using Greenwich meantime.

### **Late Agreement**

<b>Family/Child/ren Name(s):</b>	
<b>Date:</b>	
<b>Time of collection using iPhone clock (Greenwich mean time):</b>	
<b>Name and signature of parent:</b>	
<b>Name and signature of staff:</b>	

**Penalty fee(s) will be charged in accordance with Fusion's Late Policy.**

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
04.01.12	04.01.2024	01.09.2025	April 2026
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Child Absences [3.11-3.12], Safety and suitability of premises, environment and equipment [3.79, 3.80]; and Organising premises for confidentiality and safeguarding [3.87], Information and records [3.92] Information for parents and carers [3.97].</i>			
Signed and approved:	Fusion Childcare Services		