



## 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 recognise that children may occasionally be absent due to illness, holidays or exceptional family circumstances. However, regular attendance is important for children's wellbeing, development and continuity of learning. 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 a safe and we request that, if a child is not going to attend a booked session, parents/carer 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 you 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 children not attending.

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. **If a child has not turned up for Pre-School, at 9:30am we will contact parents/carers if we have not heard from them about why they are not attending. If they do not answer, we contact the emergency contacts and if there is no answer from them, then 2 members of staff will go to the registered address for the child to undertake a welfare check at the registered address (if appropriate) and if we still have cause for concern, we will contact children's services/the police.** Staff are aware of individual family's circumstances and it is up to Management's discretion of what action should be taken. If the absence is explained and staff are satisfied with the children being absent, then no further action. Where a child's absence is unexplained and we have not received notification from the parent/carer, we will follow our safeguarding procedures. This

includes making reasonable attempts to contact the family using the contact details provided. If we are unable to establish contact and have concerns about the child's welfare, we will seek advice from the appropriate external agencies in line with our Safeguarding Policy.

If a child is absent for a prolonged period (two consecutive weeks or more), we will make contact with the parent/carer to check on the child's wellbeing and to offer any appropriate support. This may include a telephone call, email or written communication. Our priority is to ensure that the child and family are safe and well, and to maintain positive communication during the absence.

For children accessing funded Early Years places, an absence of two weeks or more may affect eligibility for continued funding. Parents/carers will be informed where this applies, and we will explain any potential impact on their funded entitlement.

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. The teachers will know if a child has gone home with a parent and if they are safe. If the teachers are not sure and the 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.

#### **Outings/ Off site:**

- Continually blow whistle until all children are re-grouped.
- Take register to identify missing child and check remaining children
- Appropriate number of staff(s) to stay with the group of children and play a game/story to avoid worry and concern, whilst other remaining staff(s) go and search area.
- Call the POLICE if child has not been found after 5 minutes and report the child

missing.

- Phone parents/carers.
- Call staff back on site to notify of situation. Staff to send picture of child from registration pack
- Staff who are looking after the children return to the School and return to a normal session at reduced capacity, whilst other staff remain searching for the child and distribute photo of missing child with local shops/people and wait for POLICE.
- Incident report to be written and management to contact Ofsted, LA.

### **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
- If child goes missing on site, alert Headteachers
- 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 booked into lunch club and 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.**

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
04.01.12	01.09.2025	01.04.2026	April 2027
<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>			
<b>Signed and approved:</b>	Fusion Childcare Services		