

## **Safeguarding Statement**



At Peter Pan Nursery and Pre-School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our children so they can play and learn in a relaxed and secure atmosphere. We believe every child should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Peter Pan Nursery and Pre-School.

We recognise our responsibility to safeguard all who access our nursery and promote the welfare of all our children by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Children's Attendance Policy**

### **Purpose**

To ensure the safety, accountability, and educational development of all children, consistent attendance is encouraged and expected. This policy outlines the responsibilities of parents/guardians and staff regarding attendance and absence.

### **Attendance Expectations**

- Children are expected to attend regularly and arrive in reasonable time for each scheduled session.
- Parents/guardians are encouraged to support consistent attendance to promote learning, participation, and routine.

### **Reporting Absences**

- Parents/guardians must notify the nursery by phone before the start of the day if their child will be absent. We ask all parents to use a phone call where possible but are aware that this isn't always possible and the use of email, or DOJO is also acceptable in these scenarios, a reason for absence is always required (e.g. illness, appointment).
- For absences of more than two consecutive days, a reason must be provided (e.g. family emergency, travel). If a child has an illness with no set exclusion period the parent must notify on each day of illness.
- In case of communicable illnesses (e.g., COVID-19, flu, strep), parents must notify staff immediately even if this occurs on a day that a child does not attend nursery.

### **Late Arrivals & Early Pick-Ups**

- Late arrivals must be reported to staff by a parent/guardian.
- Frequent late arrivals may be addressed with a parent meeting if not pre-arranged.

- Early pick-ups must be communicated in advance, and children will only be released to authorized adults.

### **Excused vs. child missing absence.**

#### **Excused Absences:**

- Illness that the team have been notified of.
- Medical appointments that the team has been notified of.
- Family emergencies that the team has been notified of.
- Religious observances that the team has been notified of.
- Pre-approved family travel that the team has been notified of.

#### **Child missing:**

- No notification provided – if a child does not turn up for the day and no contact can be made with any of the emergency contacts then the team are to follow the child missing from education procedure.

### **Attendance Monitoring & Follow-Up**

- The team will keep daily attendance records to ensure patterns of unattendance or lateness can be monitored.
- Repeated or extended absences (e.g., more than 5 unnotified days in a month) may result in:

Parent/guardian meeting

Referral to support services or administration

Possible removal from Nursery place

- Excessive lateness - if a child is regularly late without reason or pre-awareness, the team can investigate patterns of behaviour and file a green form if it is felt necessary.

### **Special Considerations**

- Children returning from illness may require a doctor's note depending on the illness and duration.
- Accommodations may be made for children with chronic health conditions, disabilities, or family crises.
- Pre-arranged lateness (e.g. being the last drop off after older siblings or on the way to work on a set schedule)

## **Communication**

- Open communication between staff and families is key to supporting children's well-being and development.
- Any concerns about attendance will be addressed respectfully and confidentially.