

Policy

The Howard Nursery School is committed to Safeguarding Children and working in partnership with parents/carers. With this in mind parents/carers are asked to contact the manager or deputy manager by email or telephone if their child is away due to illness, prior to their expected session by 8am for those attending Breakfast Club or 9am for all others. Parents/carers must phone/email on each day of absence.

- Howard Nursery School Telephone: 01372 453832
- Howard Nursery School Email: thehowardnursery@thehoward.org

Parents/carers will be asked to provide a reason for absence for example they have sickness or diarrhoea as we may need to inform other parents/carers if the illness is contagious (please also refer to Health and Safety Policy and Illness Policy).

If your child does not arrive at the Nursery School for a planned session the manager or deputy manager will call parents. This will always be done by 11am. If we are unable to contact parents we will phone the given emergency contacts.

Should The Howard Nursery School not be able to get a response from any of the emergency contacts by 12pm we will follow our 'Raising safeguarding concerns about a child' Flowchart (Appendix 1) as the welfare of the children in our care is paramount. This may include a referral to the Multi-Agency Safeguarding Hub at Surrey with their guidance then being followed.

- Contact details (Children's Services Multi-Agency Safeguarding Hub): 0300 123 1650.

The Nursery Manager will inform the Early Years Free Entitlement team at Surrey when a child has been absent for more than two consecutive weeks, parents would be informed of this. The Nursery School are obliged to record all absences for audit purposes.

At The Howard Nursery School parents are required to complete a planned absence form prior to the holiday including date of return to Nursery School. Fees are still payable for these absences.

If The Howard Nursery school must close due to unforeseen circumstances we will follow our Emergency Closure Policy.