

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

## **4.2 Attendance & Welfare Policy (adopted from WBC guidance)**

### **Policy statement**

Early years settings across Warrington are committed to offering a safe and secure learning environment where children are nurtured to develop their skills and become ready for school. Providers recognise the importance of monitoring attendance and encouraging families to participate in early education where possible.

This good practice guidance sets out how Early Years settings can work with the Local Authority to improve attendance and to promote the welfare of children in early education.

Early years settings, working alongside the Local Authority, aim to:

- Promote a culture across the Early Years sector which identifies the importance of regular attendance.
- Develop positive and consistent communication between home and setting, providing guidance and support as appropriate.
- Build effective partnerships with parents/ carers and other agencies to support attendance and tackle issues which may result in non-attendance.
- Recognise the needs of individual children and their parents/carers, supporting them to attend regularly depending on their own circumstances.

### **Procedures**

Early Years settings, parents/carers and the Local Authority all have a role to play in ensuring good attendance.

### **Early Years Settings will:**

- Promote the importance of regular attendance.
- Provide a safe and welcoming environment.
- Monitor attendance and other welfare concerns.
- Communicate with parents/carers if attendance or welfare issues arise, as appropriate.
- Be aware of factors contributing to non –attendance.
- Put support in place to help parents/carers access early education for their individual children.
- Complete Poor Attendance/Non Attendance Form and submit to the FEYE Team
- In line with the setting's safeguarding policy, report any concerns with regards to non-attendance and/or other welfare concerns to the Duty and Assessment Team (tel. 01925 443400).

**Parents/ Carers will:**

- Ensure their children attend regularly.
- Contact the Early Years Setting if their child cannot attend, as agreed on the FEYE Parent Claim Form.
- Expect to be contacted by staff at the setting if their child does not attend as expected.
- Work with staff at the setting to identify potential barriers to their child attending regular sessions.

**The Local Authority will:**

- Work with Early Years Settings to focus on promoting the welfare of children
- Will promote the importance of regular attendance at Early Years Settings
- Provide advice and guidance to Early Years Settings who report concerns with regards to non-attendance and/or other welfare issues.

Specifically, the following Local Authority teams will support settings as follows:

- The Childcare and Information Team’s Quality Support Officers will facilitate a termly network for Safeguarding Leads from the Early Years Sector where issues such as non-attendance and promoting the welfare of children can be explored further;
- The Childcare and Information Team’s Free Early Years Entitlement Team will accept notifications of non-attendance (for funding purposes) and will encourage settings to report any welfare concerns as a result of non-attendance, to the Duty and Assessment Team as appropriate;
- The Childcare and Information Team’s Outreach Worker for 2 year olds will aim to support families who are struggling to attend their funded nursery place, working with the family to remove barriers to non-attendance; and
- The Duty and Assessment Team will provide advice and guidance to settings who report concerns, recording information shared with them on relevant ICT systems as appropriate.

**Expectations and Safeguarding**

- There is no legal requirement for children under 5 years to attend full-time early education. As such, children may attend Early Years Settings sporadically or not at all.
- Where children are attending an Early Years Settings, staff should work with parents/carers to agree a regular attendance routine. For children in both fee-paying places or free- entitlement (for 2, 3 and 4 year olds) places, settings should monitor attendance and other welfare concerns. Where a child’s attendance becomes erratic or if a child does not attend as planned, settings should consider if this causes a concern (e.g. is the child at risk? Are the child’s parents/carers at risk?).

This policy was adopted by	Jack and Jill Pre-School
On	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory (e.g. chair, director or owner)	_____