

# Safeguarding and promoting children's welfare

## 1.6.1 Child non-attendance policy

### Policy statement for St Joseph's Nympsfield Out of School Club

In St Joseph's Nympsfield Out of School Club (OOSC), this policy sets out the procedures to be followed in the event that a child is absent from the setting. Unexplainable and/or persistent absences can act as a vital warning sign to a range of safeguarding issues including, neglect, child sexual and child criminal exploitation. All non-attendance is recorded. This policy applies to all parents/carers/relatives of children who attend the OOSC.

### Procedures

- If you are planning holidays during term time you must let us know in advance so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must either email us<sup>1</sup> or call and leave a message with St Joseph's Catholic Primary School Reception<sup>2</sup> by 8am on the day.
- If a child does not attend in an evening and the OOSC have not been informed, staff will check with the class teacher first then ring the parents/carer.
- If we cannot make contact with a parent/carer we will use all the contact details and the emergency contacts you have given us to try to establish why your child is absent.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- Late collection of children at either 4.30pm or 6pm will result in the following charges:
  - Any child collected after 6pm, their parent/carer will be automatically charged £10 as the OOSC closes at 6pm and staff are not contracted to work after this time.
  - Anyone collecting their child after 4.30pm who had only booked an early afternoon place, will have their booking updated and will be required to pay the full afternoon cost.

### Further guidance

- Keeping Children Safe in Education (latest version)
- Ofsted guidance: [Early Years Inspection Handbook](#) (latest version para 194)

### Associated Policies and Procedures

- 4.8 Payment of Fees

---

<sup>1</sup> Email: [OOSC@st-josephs.gloucs.sch.uk](mailto:OOSC@st-josephs.gloucs.sch.uk)

<sup>2</sup> Telephone: 01453 860311

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
1.0	KC and MK	Policy required to adhere to safeguarding requirements stipulated by Ofsted. Inclusion of “Associated Policies and Procedures” section	18.10.2023 Cttee Mbr (C Crew)
2.0	KC	Amendment in Policy Statement to reflect wording in the 2024 version of Keeping Children Safe in Education	18.11.2024 OOSC Committee Meeting