



Graitney Club

Email: Graitney@crawleyridge-jun.surrey.sch.uk
Club Contact Number: 01276 61144 Opt 2



Policy reviewed by:
Policy revised:
Date of next review:

Non-attendance and non-collection Policy

If a child attends the setting in the afternoon it is expected all parents will inform the Graitney Club if their child will not be attending for whatever reason.

This can be by person, letter or phone.

If a child is sick it is expected the School will pass on this information.

If a child is absent from the setting with no reason, this will be followed up by a staff member of the Graitney Club. The first point of contact would be the School to check their attendance that day. If they were at School but have still not arrived at the setting, the staff member would begin to contact the emergency numbers given in the child's records. This will hopefully then provide the whereabouts of the child. If the child has still not arrived and the parents are expecting them to be at the setting, the Senior Leadership Team at Crawley Ridge Junior School will be notified who will then begin a search of the premises and surrounding area. The use of Walkie-Talkies will be used so all members searching can be kept informed.

The Senior Leadership team will then decide when to make any further decisions, and will keep parents informed and up to date with the search.

If the police are called they will want to know:

Where you are (address of setting)

The next of kin of the child

A detailed description of the child, including age, sex and as much information about their clothing as possible working down from head to toe

The circumstances of the incident, including anything that may have triggered the disappearance, how long the child has been missing, where they were last seen, if there was an argument (older child)

Who is looking for the child, where are they, do they have a mobile with them, what is the number?

Exact time the child was last seen.

The setting will document the incident so far, including any conversations and advice from the police.

Staff should continue to search (until advised otherwise by the police) ensuring the safety and ratio of the other children within the setting.



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Ofsted will be notified of the incident, and its outcome, in writing.

A risk assessment will also be carried out after the event to make sure it will not happen again.

If there is no success with contacting anyone on the emergency contact list and the child has still not arrived a member of the Senior Leadership Team at Crawley Ridge Junior School will be notified who will then make a decision which line of action to be the next step.

If a child is absent from the morning session it is expected the School will follow this through if they also do not attend School. We expect all children to be dropped off by a responsible person and therefore if they are not in attendance in the morning it is assumed it is due to other commitments or illness.

We will not allow a child to leave the setting by themselves, but has to be collected by a responsible person, with permission from the parent/carer.

Non-collection

If a child is not collected from the afternoon session by 6PM and there has not been any contact from the parent/carer to inform a member of staff they will be late, a member of staff is required to try and make contact with one of the emergency contact numbers. Two members of staff will remain at the setting until the child has been collected from the setting. A late collection fee will be invoiced to the parent/carer.

If there is no contact from the emergency contact numbers on the child's records, a member of the Senior Leadership Team at Crawley Ridge Junior School will be informed. If no contact or collection has been made after half an hour (6:30 PM) the Surrey Safeguarding Board will be contacted and inform the duty Social Worker of a non-collection. The member of staff will then be advised by the Social Worker of the next course of action to be taken.