

The Early Years Nursery School Alliance

HELEN GIBSON AND CLERVAUX NURSERY SCHOOL AND KIDS CLUBS

Eyes on the Child Policy

April 26

Although attendance at nursery is not statutory, absence or sporadic attendance is often an early indicator of issues needing support or advice. Following several national serious case reviews where the absence of children from school/nursery was not followed up as quickly or as rigorously as it might have been, sometimes with fatal consequences, Helen Gibson and Clervaux Nursery School has decided to introduce a policy of “eyes on the child”.

As a Nursery School, we are fortunate enough to be in the position to build excellent relationships with our families, and are more often than not informed about any absence from day one. The procedure for dealing with absent children will be as follows.

1. The receptionist will take a message from a parent explaining that their child will not be attending Nursery. A reason will be noted and this information passed on to the child's key worker.
2. On day one of an absence, if there has been no word from the parent, then reception will contact the family to find out why the child has been absent. If the child is part of a Child Protection Plan, has social worker involvement or has any concerns, then Step 4 would come into immediate effect
3. If the child has been absent for three consecutive sessions – even if a parent has spoken with a member of staff over the phone – a home visit will be conducted to check that the child is ok.
4. The Head Teacher would decide which **two** members of staff would be best placed to carry out the home visit - usually the Head Teacher and another member of staff (in the first instance, the child's Key Worker so that it is someone familiar to the child and family). Staff will let the receptionist know that they are going to attend a home visit for the child, and let the receptionist know how long they are expecting to be out of the Nursery. The receptionist will contact the family to let them know that a member of staff will be coming out to visit the child.
5. On arrival at the home, staff must make themselves known to the family, explaining why they have come out to see the child, and that this is in conjunction with Local Authority guidance.
6. After having seen the child and spoken with any family members, staff will return to Nursery and complete Cpoms stating which adults were seen on the visit and confirming that they saw the child on the visit.
7. If staff are unable to have sight of the child – if there is no answer, or the child is not in the home – then on return to Nursery, they must immediately inform the Head Teacher.

The Head Teacher will then contact the MASH team on 0191 4245010 if concerns around the safety of the child are deemed possible.

8. If the child is part of a Child Protection Plan, then the Head Teacher will immediately ring the Social Worker responsible for the family to pass on this information
9. Eyes on visits will be repeated daily for those with social worker involvement, on a child protection plan or there are any concerns and every 3 for other children.

At no point should a member of staff try to dress a child to bring them into nursery. This must be the parents responsibility. This is to safeguard staff.

In order to ensure that the policy is as effective as possible, and that our families are aware of the procedures, a copy will be given to each child as they start Nursery School.

Executive Head Teacher: _____

Chair of Governors: _____

Date: _____