

## **Torphins Playgroup Procedure for Absent Children**

**If a child does not attend his/her allocated session, and we have not been informed, either by prior arrangement or by phone the following procedure will be activated.**

**If the child is known to be on the 'at risk' register we will follow the procedure that we have been given by the Social Work Department.**

**If this is not the case we will;**

1. Wait one hour after the start of the session;
2. If no reason has been given (e.g. by phone) then we will;
  - a) phone family and emergency contacts on child's Playgroup registration form – if we **are able** to ascertain a reason for the child's absence we will **go no further**.

**If contact is not made we will then;**

- b) if the child is known to have sibling attending a local school, phone the school office and ask for additional contacts to be phoned;

**In the event that we are still unable to make contact;**

3. A member of staff or committee will visit the child's home during or immediately after the Playgroup session;
4. If there is still no contact after 4.5hrs the Playleader, or person in charge of the session, will conduct an assessment of the situation and;

If there is no reason to suspect that the child is at risk, phone local police (0845 600 5700) and alert them to the situation

If you have any concerns or questions with regard to this safety procedure please do not hesitate to talk to a member of the Playgroup staff. Thank you.