



East Bierley CE (VC) Primary School

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Head Teacher: Mrs L Upham | Deputy Head Teacher: Miss F Mitchell

8<sup>th</sup> February 2018

Dear Parents

### **Emergency Contact and First-day Calling Procedures**

There have been three recent cases nationally, which highlight the need for more robust emergency contacts and first-day calling procedures to be put in place. These cases emphasise that these procedures are important for all children as their absence may be indicative that they have become vulnerable due to unforeseen circumstances.

As instructed by the Kirklees Education Safeguarding Team, our First Day Calling Procedures are:

1. Class registers completed and saved
2. Late children checked against registers if recorded separately
3. Absence calls and messages listened to/attendance emails checked
4. Call first name on contact list within 30 minutes of school start time
5. If no response to call, first day text sent to first name on contact list within 45 minutes of school start time asking for response
6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted
7. If no reply send second text and email to first and second contacts on list
8. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time
9. HT/DSL to risk assess the current level of concern and consider whether circumstances warrant a home visit
10. Home visit to be made following decision at 9, where possible by school staff or any other agency involved with the child
11. Contact Police to initiate a "safe and well" check if all other stages have been completed and there is still no contact regarding the absent child. This would be done using the 101 number.

Yours faithfully

Mrs L Upham, Headteacher

Ref: Attendance