



Dent CE Primary School

First-day Calling Procedures and Emergency Contact Form

(School's Safeguarding response to children missing education)

This page is intentionally blank for printing purposes

First-Day Calling Procedure

(School's safeguarding response to children missing education)

Primary Schools

1. Registers saved.
2. Late children checked against registers if recorded separately.
3. Absence calls listened to/attendance emails checked.
4. Start calling first name on contact list within 45 minutes of school start time.
5. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
6. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time.
7. If no reply send second text and email to first and second contacts on list.
8. Home visit made if possible/appropriate by school or other agency involved.
9. Contact Police and LA Children Missing from Education Officer (laura.fitzgerald-park@cumbria.gov.uk 01539 713457) if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the **101** number.