



Distington Community School

First-Day Contacting Procedure

(School's safeguarding response to children missing education)

Where a child is absent from school and we have not received any verbal or written communication from the parent/carer then we initiate a first day contact procedure.

- **The School Administrator** will check all of the registers from 8.55am to 9.05am on a daily basis, to identify pupils who are absent.
- If no contact has been made to inform the school of the reason for absence, then admin will ring the primary contact number on record. If there is no response, then a text/voicemail will be sent to the primary number asking for the parent/carer to contact school immediately
- Admin will continue to go through the emergency contact list in order to get the support of other family members in contacting the parent/carer.
- If no contact has been made by 9.30am, two members of staff, will then attend the home address to establish that the child/family is safe. The Headteacher/SLT must be informed.
- If no contact can be made, then the police will be informed and the child will be reported as missing.

The decision to visit a child's home must always be discussed/agreed beforehand with the head or a member of the SLT. On occasion, it may be necessary to contact the police instead of visiting the home due to staff safety.