



## **First-Day Calling Procedure**

***(School's safeguarding response to children missing education)***

1. Registers saved.
2. Late children checked against registers if recorded separately.
3. Absence calls listened to/attendance emails checked.
4. First day text sent to first name on contact list within an hour of school start time asking for response.
5. If no reply send second text and email to first contact on list stating that the child is absent and the school are unaware of their whereabouts as no response.
6. Alert HT/DSL that this child is absent and no response has been received.
7. Home visit made if agreed appropriate by member of the SLT.
8. If no response by the end of the day, ring down contact list until reply is received stating that this child has not been in school all day and this will be recorded as an unauthorised absence if no response from parent is received.
9. If known also try child's own phone number.
10. If child does not present in school on second day, there has been no contact received from any of the contacts and the child's whereabouts are unknown, contact Police and LA Children Missing from Education Officer. This should be done using the **101** number