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Head Teacher: Mrs S Frost

www.ashfieldjuniorschool.co.uk

### Missing Child Procedures

For the children who have not entered school after the registers have closed, we have a strict procedure called FIRST-DAY CONTACT. This ensures that children who have left for school and have not arrived are identified.

The office staff make contact with parents/carers to gain knowledge of the whereabouts of a child, as a priority, before notifying Mr Bishop and/or the DSL, Mrs Stainton.

- Telephone call to home and if necessary all named contacts
- If no response, a voicemail message is left asking for the parent/carer to contact the school.
- If no response a text is sent requesting a prompt response
- If there is no response to this text message, then it will be decided if a home visit is necessary.

If a child is ill then notes of the illness are taken and placed on the Scholar Pack register next to the child's name.

If a child is not collected from school, then all contact numbers for that child held on Scholar Pack will be contacted.

In the event of not getting a response then external agencies will be contacted i.e. Police or Children's Services.

For a child who is on a Children's Services plan, their key worker will be contacted but if they are not available then the police will be asked for their support in the matter.

For any child that is not collected on time, the school can provide a service until 5:15pm (at a cost).

When a child has been missing from education for 4 weeks for reasons outlined in the County Policy, then the Missing Child in Education Team should be contacted.

The contact for Allerdale and Copeland is:

Cumberland Safeguarding Hub

Tel: 0333 240 1727



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