

# Emergency Contact and First Day Calling Procedure

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## Introduction

'First Day Calling' is important because school absence and safeguarding are closely linked. This practice not only encourages good attendance it also helps to monitor a pupil's well-being and is an alert to their safety even though the child may not be considered as 'vulnerable'.

## Pupils that are Dual registered

**Schools must consider what arrangements have been made to record attendance, follow Emergency First-Day Calling Procedures and keep up-to-date Emergency Contacts with the alternative provision.**

If a child is dual registered, educated off-site and absent without contact from a parent, please consider the following:

- Who is responsible for First Day Calling?
- Have all the emergency contacts been shared?
- How do the school accurately record the attendance of children in Alternative Provisions?

where a school places a pupil in an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil. You should be satisfied that the placement meets the pupil's needs (KCSIE 2024 paragraph 171)

### **Additional Police guidance**

This procedure **must** be used alongside the following Police guidance:

- West Yorkshire police truant policy partner expectations and recording document.
- West Yorkshire police truant policy letter.
- When to call the police guidance for schools and colleges
- KCSIE 2024 ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education))

All documents and guidance can be found at <https://kirkleesbusinesssolutions.uk/Page/14663>

# All schools

