



## Emergency Contact and First-day Calling Procedures

Following information sent to all Calderdale schools, we would like to make you aware of a change in procedure when a child is absent from school. This procedure is being followed by schools in Calderdale, after being advised by the Calderdale Safeguarding Children Board (CSCB).

There have been three recent Safeguarding cases (one in Calderdale), which have highlighted the need for more robust emergency contacts and first day calling procedures. One of these cases is summarised below:

*“A Mum died from an epileptic fit, whilst bathing her children aged 3 and 4. The next morning, the school phoned home immediately after checking the registers, there was no reply. School then used the child’s contact list until they had an answer. A family member went straight to the house and found that the mother had passed away, but the children were safe. “*

To help us to safeguard your family, please contact us as soon as possible if your child is absent from school and let us know of a reason for absence. You can do this by selecting one of the following methods:

- Phone: 01422 434000
- Text: 07553 096501
- Email: [absent@lingbob.calderdale.sch.uk](mailto:absent@lingbob.calderdale.sch.uk)

If school have not received a reason for absence, then the following procedure will be followed:

1. A text will be sent to the first name on the contact list asking for a call to school to notify and confirm the reason for absence.
2. If there is no response to the text, school will telephone the first name on the contact list.
3. If there is no response school will ring numbers on the contact list, until a reply is received.
4. If school have had no response, school will send a second text and a home visit will be made if possible, by either school staff or other agencies working with the family.
5. School will contact the Police if all other stages have been completed and there is still no contact regarding the absent child.

**We need to ensure that all children are accounted for, and if we are unable to make contact, then the Police will be informed.**

Please note that this procedure is in place to ensure the safety and wellbeing of our children and families.



## Emergency Contact Form

### Child's Details

Child's Surname		Child's Forename	
Date of Birth		Year Group	
Address			
Child's Phone Number (If have own phone)			
Adult(s) at this address			
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	

### Contact Details (Please include at least one contact that does not live at the same address as the child)

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			



Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			
Email Address			

Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Contact Number			
Additional Number			
Additional Number			



Email Address	
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**Contact Details of Key Professionals**

(eg. for child who is CP or CLA– Social Worker/Virtual School, or YOT Worker)

Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

**Date Form Completed:** \_\_\_\_\_

**Date Received in School:** \_\_\_\_\_