



Summerfield School

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Headteacher Pam Weston

18th June 2017

Dear Parents and Carers

Safeguarding and Unexplained Absence

As you know, if a child is absent and we have not been informed, we phone contact numbers to check that they are safe. Sometimes we do not get a reply and phone other numbers on our contact list. In some cases we will carry out a home visit if we are concerned that we cannot get in touch but this has not been the routine.

Following a tragic incident in which a four year old boy died, the coroner conducting the inquest suggested the following guidance:

- Schools should hold at least three phone numbers for different adults.
- Schools should immediately send a member of staff when contact cannot be made by phone with the parent of an unexpectedly absent child.
- If there is no answer when staff visit the family home, the police should be called immediately.

In light of this guidance we are updating our protocols.

Please remember to inform us before 9am if your child is going to be absent for any reason.

If we do not already hold at least three numbers, please contact the office to discuss how this can be remedied.

We will send a member of staff to your address if we are unable to contact you by telephone and if we are concerned, we will inform the police.

It is vitally important that we work together to ensure our children are safe.

Yours faithfully

**Mrs Pam Weston
Head Teacher**

X.....

Dear Mrs Weston

Safeguarding and Unexplained

Child's Name HB

I have read and understood the above, I will ensure that absences relating to my child are notified to the school by 9am on the date of absence. I will check that school has at least three emergency contact numbers.

Name:

Signed: Parent/Carer

