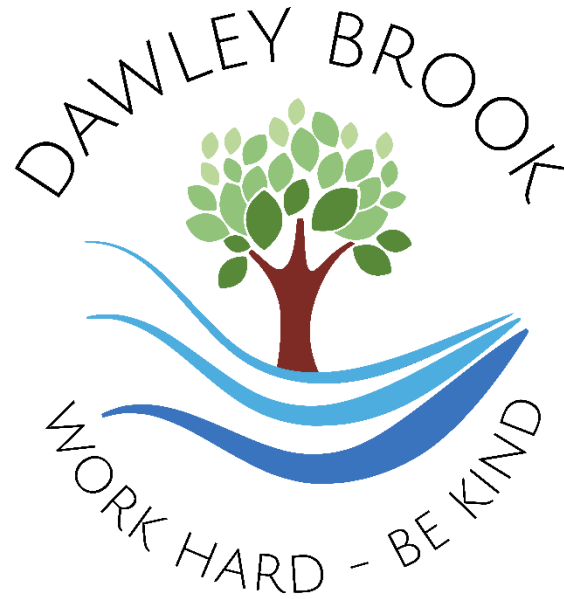


Dawley Brook Primary School
Dubarry Avenue, Kingswinford
DY6 9BP, 01384 818770
Updated: **September 2023**



FIRST DAY CONTACT PROCEDURE



Historic England
Champion
Heritage School



Management and Update of the Procedure

Last Reviewed/Revised	Date	Next Review Date	Headteacher	Designated Safeguarding Lead	Safeguarding Governor
Lisa Maskell	September 2023	September 2024	Ms Lisa Maskell	Mr Matthew Walters	Mrs Angela McHenry
MANAGEMENT AND UPDATE OF THE POLICY					
<p>Responsibility for approving and monitoring of this policy: Dawley Brook Primary School Governing Board</p> <p>Our First Day Contact Procedure is a living document and will be updated in response to changes in legislation or DSPPB operating procedures (This will occur at least once on an annual basis)</p> <p>This procedure will also be reviewed in light of any changes to statutory guidance, feedback from parents, staff or pupils, and issues in the school or local area that may need addressing.</p> <p>Any changes to this procedure will be communicated to all staff and other interested parties.</p> <p>All staff and stakeholders may contribute to the development of our policies and procedures.</p> <p>Our procedure will be published on our website and paper copies are available upon request.</p>					
Signed by:		Role		Date	
		Headteacher			
		Chair of Governors			

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Aims

Dawley Brook Primary School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. We constantly review and update procedures in school to ensure we keep up to date with advice available from other agencies including the outcomes of Serious Case reviews.

Information on what Serious Case reviews are is available on the NSPCC website and reproduced below:

A serious case review (SCR) takes place after a child dies or is seriously injured and abuse or neglect is thought to be involved. It looks at lessons that can help prevent similar incidents from happening in the future.

Other parts of the UK have their own systems in place to learn from cases. In Wales they are called child practice reviews; in Northern Ireland, case management reviews and in Scotland, significant case reviews.

A SCR should take place if abuse or neglect is known, or suspected, to have been involved and

- a child has died
- or a child has been seriously harmed and there is cause for concern about how organisations or professionals worked together to safeguard the child

Or

- the child dies in custody
- or a child died by suspected suicide.

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/serious-case-reviews/>

Context

A number of recent Serious Case reviews have highlighted times where a robust intervention by a school, checking the whereabouts and safety of absent children could have decreased the harm to those children. A number of recent incidents were:

- A mum died from an epileptic fit while bathing her children age 3 and 4. The next morning the school phoned home immediately after checking registers. There was no answer so school continued ringing through the Emergency contact list until they had an answer. A family member went straight to the house and found mum had died, but the children were safe.

- A father died from natural causes. Mum was working away from home and Dad was caring for the children aged 2 and 4. In the morning Mum rang dad but received no answer. She assumed he was taking the children to school and continued with her working day. The school noted the absence of the 4 year old. They started calling 2 hours after registration and rang Dad only, leaving a message. They did not ring anyone else on the contact list. They repeated the call to Dad at 3.40. Mum rang home at the end of her working day and now worried rang another school mum. Grandmother went to the home but could not gain access due to a key in the lock inside. The police gained entry at 8pm but by that time the children had been alone with their deceased father all day.

- A mum died. School made a call to her when her child was not at school but the contact list was not used so no further calls were made. A letter was sent to the parent 3 days later. Eventually the house was entered 5 days later. The child, age 6 or 7 had also died. The child was non-verbal so would not have been able to call for help.

Whilst these examples seem extreme, they are still continuing. Following a robust First Day Contact Procedure should minimise the risk of harm to children.

Procedure

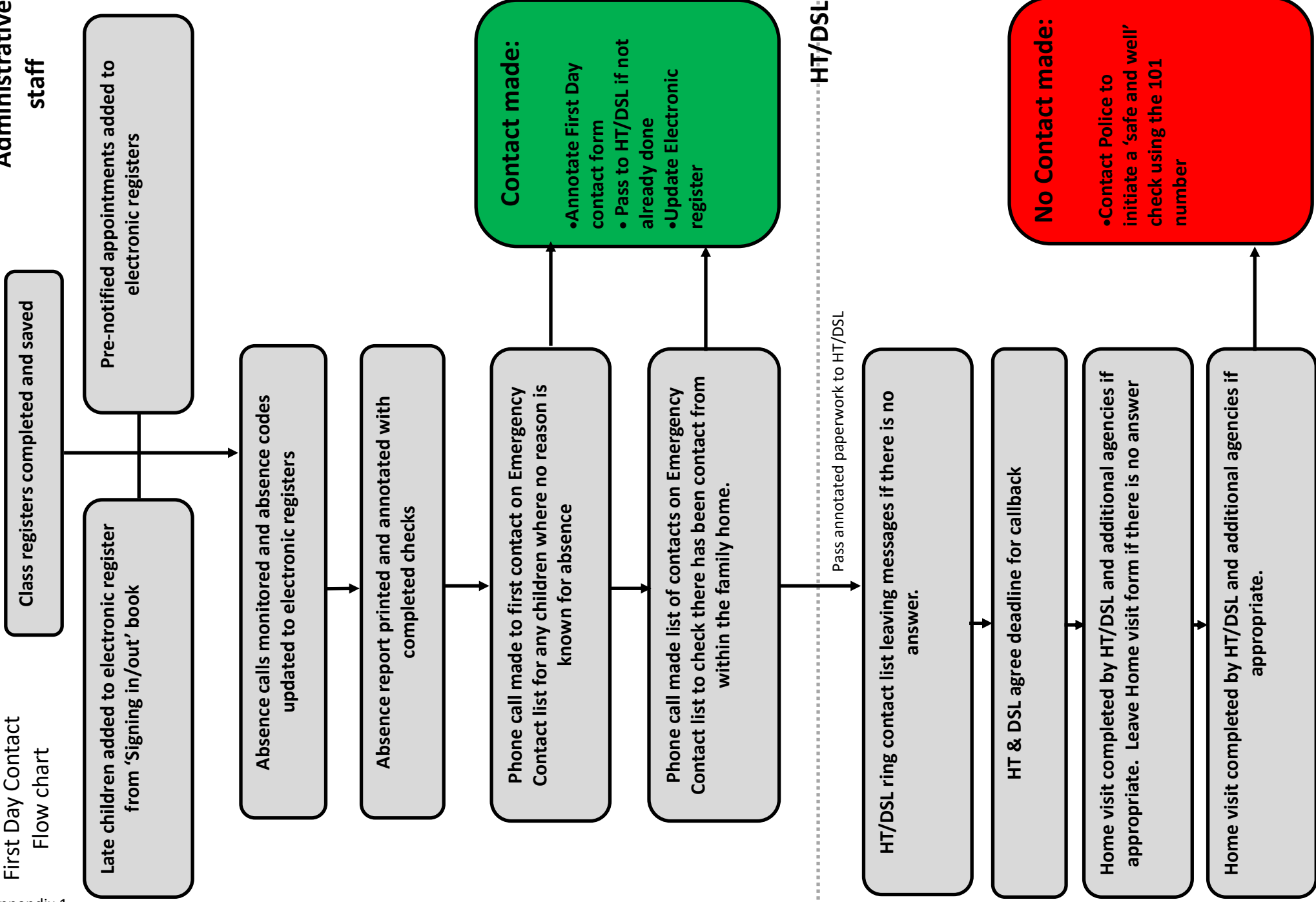
It is important that we have the following information from parents:

- Complete and up to date contact information for a number of trusted adults that would have access to the home if required
- Contact made before 9:30am on the first day of a child's absence.

The following page has a flow chart to show the procedure followed by school.

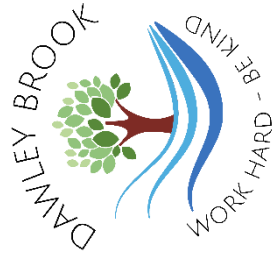
First Day Contact
Flow chart

Administrative
staff





Dubarry Avenue, Kingswinford, DY6 9BP
01384 818770 ✉ info@dawley.dudley.sch.uk
Headteacher: Ms L M Maskell



Date _____ Time _____

Child's name _____

Dear Parent,

As part of our First Day Procedures we have visited your house to check the welfare of your child and you.

Please contact Dawley Brook Primary school by telephone as a matter of urgency on 01384 818770.

The next step in our procedure is to ask the Police to initiate a 'Safe and Well' check. I will be making this call on my return to school.

Yours Sincerely,

Ms Maskell

