

Assess the child’s safeguarding risk at their own address using thresholds and pathways. For example, is there a risk of forced marriage, child sexual exploitation, domestic abuse, radicalisation, and honour based violence? If the judgement is the child is at risk of harm, contact the police or social care immediately. **Social Care Support** – to self-refer call 01332 641172 or for support that isn’t required immediately use the online referral form [https://myaccount.derby.gov.uk/en/service/report\\_concerns\\_about\\_a\\_child](https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child) Derbyshire Police 101 or 999 in an emergency

## Day 1 of absence- Immediate TEXT message followed by a Phone Call

An EWO (SHE/ ZMI) or Senior EWO (KJA) who are trained to do so, telephones the child’s home to seek reasons for the absence and reassurance from a parent/ carer that the child is safe at home.

### Response from parent

### Next step from Noel- Baker Academy

The parent does not respond to the text message or there is no answer at the home or on mobile numbers.	Call back. Risk assess after 2 hours.
The parent/ carer answered the call, the child is safe with them.	Ask for reason for absence and record on Go4Schools. Request written evidence of the absence. In light of COVID- 19, we are accepting emails or texts.
The person answering is not the parent/ carer and the school is not reassured that the child is at home or safe.	Noel- Baker Academy’s safeguarding leads (KRI/ OPE) for child protection should be consulted on a risk assessment and the degree of vulnerability of the child.
The parent/carers answered the call, the child is not with them or safe and the parent is concerned.	Noel- Baker Academy will advise the parent to: <ul style="list-style-type: none"> <li>• Contact the local police station to inform them that their child is missing</li> <li>• Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child’s whereabouts</li> <li>• Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment</li> <li>• Report back to Noel- Baker Academy if the child is found or remains missing</li> </ul>

## Day 2 of absence- Follow Up

A subsequent telephone call must be made either from the school landline or preferably a mobile phone. If no contact has been made, write or email the parent, asking for contact to be made with the school immediately. Please give the parents/ carers 2 working days to make contact. If we are aware that English may not be the parents/ carers first language, copy the letter into a language that is more accessible.

## Day 3 of absence- Home Visit

EWO’s will arrange a visit to the home address ensuring that risk assessments are in place. EWO’s are not to attend a home visit alone and in light if COVID 19, wear a mask and socially distance at all times. Do not enter the home. **There may be some instances whereby home visits may have taken place on the first day of a child’s absence- each child’s circumstances vary and the EWO’s are fully aware of when the home visits need to take place earlier.**

## Day 4 of absence

Once we have completed the above checks (or within 10 days, whichever is earlier) and the child has not been seen and the parents/carers have not made contact either, we will report the child as missing from education. This action cannot be taken until the child has been missing in education for 20 days

