

SIXPENNY HANDLEY FIRST SCHOOL

Ring Back Policy

20th March 2018



Safeguarding Children Ring-back guidelines

As part of our commitment to safeguarding children in our care, Sixpenny Handley First School operates a ring-back policy in order to establish as far as possible, the safety of all children during school hours, whether they are in school or not.

The following guidelines will be used to help establish where children are who have not been marked present in the register and where there has not been any message from parents/carers to explain their absence.

1. Registers should be marked by 8:50am and returned to the school office shortly after that time.
2. Any child arriving in school after 8:50am and not marked in the register should be sent by the class teacher the school office in order to be marked in school but late.
3. Office staff will check all registers as they are returned to the office. By 9:15am, the office will:
 - a. Re-check any children that are marked absent and for whom an explanation for the absence has not been given. This includes checking with the class teacher to see if the child has arrived but has not presented themselves to the office as late.
 - b. For those children still unaccounted for, the office staff will phone the parent/carer using the first given contact number from the school data sheets. If contact is made, office staff will ask for an explanation of the absence and remind the parent/carer of the need to make contact with the school office before 8:50am if their child is unable to be at school (for whatever reason).
 - c. If the parent/carer cannot be contacted on the first given contact number, other given numbers will be used.
 - d. If the parent/carer cannot be contacted on any of the given contact numbers, the alternative contacts will be tried.
 - e. If by 10:00am there is no response from the parent/carer or any of the other given contacts, the Designated Senior Person (DSL) and/or the Deputy Designated Senior Person (DDSL) should be informed.
4. The DSL/DDSL will consider each absent child case by case. Action may include:
 - a. If the child is not usually a child protection concern, the office staff will be asked to continue to try to contact the parent/carer throughout the day until contact is made.
 - b. If the child is a child protection concern, has a CAF (Common Assessment Framework) or the family is already being supported by the Early Intervention Team or other agencies, these agencies will be contacted in order to establish reasons for the absence.

The above procedures are only guidelines and each absent child should be dealt with on a case-by-case basis.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect.