



ST. PATRICK'S

CATHOLIC PRIMARY SCHOOL

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10th May 2017

Dear Parents/Carers,

We have recently had an e-mail and attachments from the Calderdale Schools Safeguarding Advisor regarding emergency contact details for school children and our first day absence calling procedures. Due to concerns over procedures a review was undertaken and all schools are expected to review their current procedures and adopt these recommendations where appropriate.

We have been asked by our Advisor to stress the importance of details being up to date and as thorough as possible and to share some actual real life cases with you (one of these being in Calderdale!):-

- 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, no answer and so continued ringing through the 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 dad died from natural causes, mum was working away from home, and the children were 2 and 4. In the morning mum rang dad, no answer, but assumed he was doing the school run and continued with her working day. The school noted the absence of the 4 year old. They started first day 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 and could not gain access because of a key in the lock inside. The police gained entry at 8pm; the children had been alone with their deceased dad all day.
- A mum died. School made a call to her when the child was not at school; the contact list was not used. 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 and had SEN.

The above cases emphasise that these procedures are not only important for vulnerable children but actually important for all children as their absence in itself may be indicative that they have become vulnerable.

Due to the above we have taken the Local Authority's recommendations on board and we would ask that you fully complete the attached Emergency Contact Forms for each of your children. Please return these to the school office as soon as possible but no later than Friday 19th May 2017.

Not sure if all our parents are aware of a new procedure in school but our school office sent an e-mail out a few weeks ago regarding a mobile number school now have for parents to text in and inform of illness, being late etc.

Please do not call the number it is only a text in number. The number is 07537436320. You must put your child's name in the text as the system doesn't recognise your number. We recommend using this for illness, if you're running late or non-urgent information requesting/sending. The text messages will be checked sporadically throughout the day so please note if your call is urgent or requiring a prompt response please telephone the office and speak directly to one of our administrators.

Thank you for your assistance in the above and if you have any queries please don't hesitate to contact me.

Regards

Tracy Gorin

Tracy Gorin
Learning Mentor/DSL



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CATHOLIC PRIMARY SCHOOL

Emergency Contact Form

Child's Details

Child's Surname		Child's Forenames	
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	

Priority 1 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			

Priority 2

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			

Priority 3

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			

Priority 4

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			

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			

Signed: (parent/carer)

Print Name:

Date Form Completed:

Date Received in School: