



Safeguarding and Missed Attendance Trigger Point Procedure for learners aged 16–18

Most recent update: 07 September 2026

Purpose

To identify and respond to potential safeguarding concerns arising from unexplained non-attendance, ensuring timely escalation and appropriate action in line with internal safeguarding protocols and local authority procedures.

General Principles

- Attendance is monitored per session
- All contact attempts and outcomes are logged in the **Hubs Database**
- Learners agree to a communication level with parents/carers via their **Learning Agreement**
- Parent/carer contact details are retained and may be used if safeguarding concerns arise
- Escalation decisions are made **case-by-case**, considering individual context and known vulnerabilities
- If a learner is attending more than one course with us, their attendance should be considered across all courses collectively. Reviewing attendance in isolation may delay appropriate escalation through trigger points, potentially overlooking patterns of concern

◇ Trigger 1: Initial Non-Attendance

Criteria: Learner does not attend a scheduled session

Actions:

- Attempt contact with learner via agreed methods
- Log reason for absence in Hubs Database if obtained and inform tutor
- If no contact is made, log this clearly
- **Safeguarding Note:** If any concerns arise at this stage (e.g. known vulnerabilities, unusual behaviour prior to absence), escalate immediately to **Designated Safeguarding Lead (DSL)**

◇ Trigger 2: Continued Non-Attendance (2 Sessions)

Criteria: Learner has missed **2 sessions** and remains unreachable

Actions:

- Contact **referrer** (e.g. YPS worker or referral partner)
- Inform them of non-contact and ask if they have had any recent communication
- Request they attempt contact within **48 hours**
- If no contact is made or referrer is unable to assist, escalate to **DSL**
- DSL to check internal safeguarding systems for any updates or concerns

◇ Trigger 3: Escalation to Parent/Carer (3–4 Sessions)

Criteria: Learner has been unreachable for **3 weeks OR has missed 3 sessions** and remains unreachable – whichever is earliest

Actions:

- If learner's **Learning Agreement** includes parental communication for attendance, attempt contact with parent/carer
- Log outcome of contact attempt
- Inform **DSL** of outcome and any concerns raised by parent/carer
- DSL to assess whether further escalation is needed based on safeguarding context



◇ **Trigger 4: Formal Safeguarding Escalation (5+ Sessions)**

Criteria: Learner has missed **5 or more sessions** and no contact has been made by staff, referrer, or parent/carer.

Actions:

- DSL to formally escalate concern:
 - Notify **Young People's Service (YPS)**
 - Submit referral to **Cheshire West and Chester Council iART** using appropriate safeguarding referral process
- Include all logged contact attempts, attendance records, and any known safeguarding concerns

Monitoring and Review

- DSL to review all safeguarding escalations weekly
- Hubs team to flag patterns of concern automatically
- All actions and decisions to be logged in Hubs Database and safeguarding systems where applicable

DSLs Contact Information:

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Email the [Safeguarding team](#)