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

Trigger 1

Learner does not attend a scheduled session

Initial non-attendance

Actions

- Attempt to contact learner via agreed methods
- Log reason for absence in Hubs Database if obtained; inform tutor
- If no contact made, log this clearly

Trigger 2

Learner has not attended 2 sessions and remains unreachable

Continued non-attendance

Actions

- Contact referrer
- Inform them of non-contact; ask if they have had any communication
- Request they attempt contact within 48 hours
- If no contact made or referrer unable to assist, escalate to Designated Safeguarding Lead (DSL)
- DSL checks internal safeguarding systems for any updates or concerns

Trigger 3

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

Escalation to parent/carer

Actions

- If 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 assesses if further escalation needed based on safeguarding context

Trigger 4

Learner has missed 5 sessions; no contact made by staff, referrer, parent or carer

Formal Safeguarding escalation

Actions

- DSL formally escalate concern by:
  - Notifying Young People's Service
  - Submitting referral to CW&C iART using appropriate safeguarding referral process
- Include all logged contact attempts, attendance records, and any known safeguarding concerns

Safeguarding priority: if any concerns arise *at any time* (known vulnerabilities, unusual behaviour prior to absence etc), escalate immediately to DSL

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