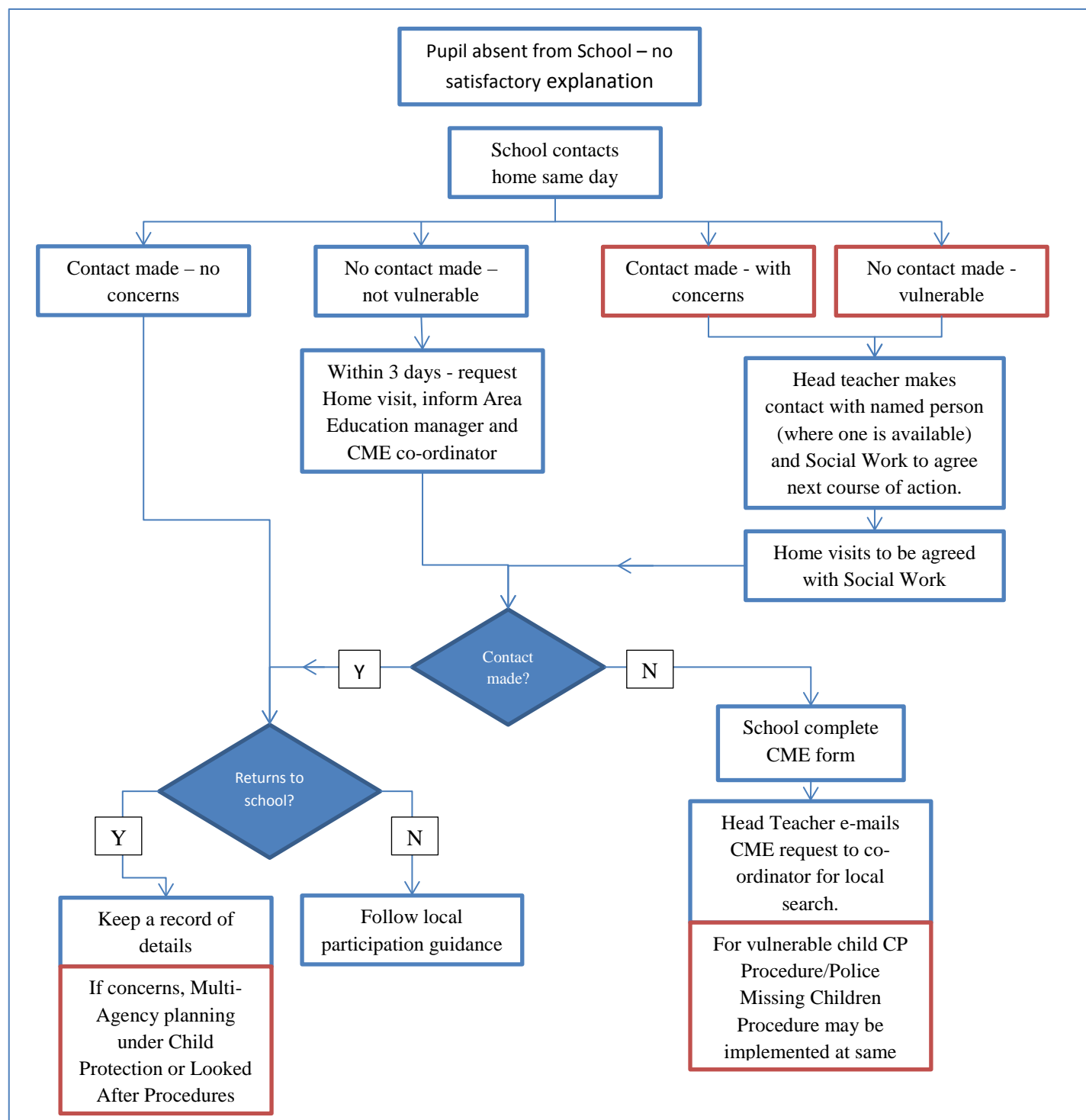


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**CHILDREN MISSING FROM EDUCATION –
 GUIDELINES FOR SCHOOLS**



Vulnerable Child:

- is on the child protection register (Notify Keeper of the Register immediately)
- is the subject of a child protection investigation
- is a Looked After Child or Accommodated Child (Notify Keeper of the Register immediately)
- has or is in the process of being referred to the Children's Panel
- has significant additional support needs
- has medical issues including mental health issues
- has a history of substance misuse personally and/or within the family
- has cultural issues
- is at the centre of a custody dispute.

Footnotes:

1. If at any time during the process the school or any agency believes the child may be at risk, CP procedures must be implemented.
2. If the child is on the CP Register the Key Worker or Team Manager should be notified immediately.
3. Records should be kept of all actions taken, decisions reached and outcomes.

Use the checklist below as a guide to taking proportionate action, depending on the level of risk to the child and their vulnerability

Stage 1 – Steps the school should take after third day of no contact (or sooner if child has been identified as at risk)

<input type="checkbox"/>	Ask other children in the class/school (consider also confidentiality and sensitivity)
<input type="checkbox"/>	Check what other staff know
<input type="checkbox"/>	Contact all emergency contact numbers (including parent mobiles, other family members)
<input type="checkbox"/>	Check with siblings in other schools
<input type="checkbox"/>	Home visit to deduce if child/family is there. For small schools, police may be contacted to carry this out
<input type="checkbox"/>	If police are contacted, the relevant Area Education Manager must be notified
<input type="checkbox"/>	<Nursery/Pre-School Children notify 'Named person' (where one is available) > remove if not relevant

Stage 1 – Steps the school should take where there is an unexplained absence and the child has been identified as at risk

<input type="checkbox"/>	All reasonable and practical effort should be undertaken to locate the child/family, including speaking to: any known extended family, neighbours or community members, friends/acquaintances, Named Person (where one is available)/Lead Professional and other agencies as appropriate
<input type="checkbox"/>	Relevant agencies involved with the child should be contacted
<input type="checkbox"/>	The 'Request for a Search' form < insert link to your own form here or adapted version of SG form> should be completed and forwarded to Named Person (where one is available) and Lead Professional within 24 hours

Stage 2 – DATABASE SEARCHES & PARTNER AGENCY CHECKS – Senior key staff in school (or a named person where one is available) should coordinate further searches and checks at local level

<input type="checkbox"/>	All reasonable and practical checks should continue to be made to locate the child/family.
<input type="checkbox"/>	Request checks from Phoenix e1/SEEMIS using <insert appropriate e-mail address>
<input type="checkbox"/>	Contact partner services as appropriate and request relevant information
<input type="checkbox"/>	Check Health Visitor/School Nurse/GP Practice with whom child registered
<input type="checkbox"/>	Check with Housing as appropriate
<input type="checkbox"/>	Check with Social Work as appropriate
<input type="checkbox"/>	Check with Police ask for information as appropriate

Stage 3 – Children Missing from Education wider search - This stage can only be completed by Agency Lead and or Keeper of the Child Protection Register

<input type="checkbox"/>	Complete the 'Request for a Search' form <insert link to your own form here or adapted version of SG form> The Head Teacher should send this form to <insert CME e-mail address>. The CME co-ordinator will start further procedures.
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