



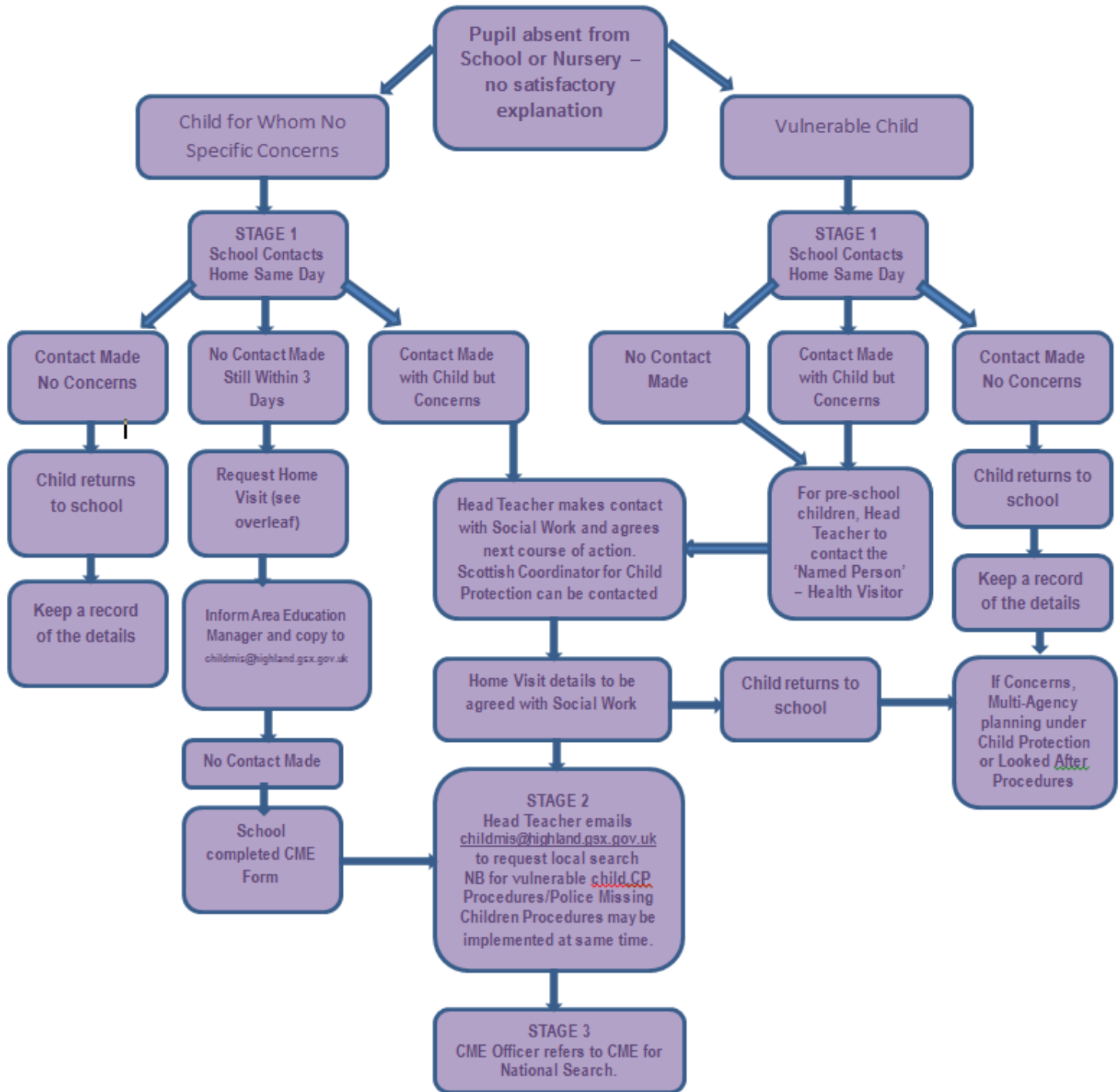
# Beaully Primary School

## Children Missing from Education Guidelines for Schools



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**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

**Assess the risks and vulnerability of the child involved. Use this as a guide to judge the appropriateness of steps suggested below.**

**Stage 1 – Steps the school should take after third day of no contact**

- Ask other children in the class/school (consider also confidentiality and sensitivity).
- Check what other staff may know.
- Contact all emergency contact numbers as listed on e1 (including parent mobiles, other family members)
- Check with siblings in other schools.
- Home visit to conclude if child/family is there. For small schools, police may be contacted to carry this out.
- If police are contacted, the relevant Area Education Manager should be notified.
- Nursery/Pre-School Children notify 'Named person' (Health Visitor)

**Stage 1 – Steps the school should take where there is an unexplained absence and a risk to the wellbeing of the child has been assessed.**

- 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/Lead Professional , other agencies as appropriate
- Relevant agencies involved with the child should be contacted.
- The CME form should be completed and forwarded to Named Person and Lead Professional within 24 hours. This form can be located at

[http://www.forhighlandchildren.org/2-childprotection/publications\\_61\\_2242241664.doc](http://www.forhighlandchildren.org/2-childprotection/publications_61_2242241664.doc)

**Stage 2 – DATABASE SEARCHES & PARTNER AGENCY CHECKS – Named Person (Head Teacher) should coordinate further searches and checks at Highland level.**

- All reasonable and practical checks should continue to be made to locate the child/family. The Head Teacher must complete Stage 2 of the CME form
- Request checks from Phoenix e1 using [childmis@highland.gsx.gov.uk](mailto:childmis@highland.gsx.gov.uk)
- Contact partner services as appropriate and request relevant Information
- Check Health Visitor/School Nurse/GP Practice with whom registered
- Check with Housing as appropriate

- Check with Social Work as appropriate
- Check with Police ask for information as appropriate

**Stage 3 – (Children Missing Education national referral) - This stage can only be completed by Agency Lead and or Keeper of the Child Protection Register.**

- When Stage 1 and Stage 2 parts of the Missing from Known Address CME form have been sent to [childmis@highland.gsx.gov.uk](mailto:childmis@highland.gsx.gov.uk) a national CME referral can be made.