

## Appendix 8: Safeguarding Children Missing Education Process for Schools

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent/carer that the child is safe at home.

Result of call	Action
There is no answer at the home or on mobile numbers	Call back. Risk assess after 2 hours
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	The school's designated lead for child protection consulted on a risk assessment and the degree of vulnerability of the child
The parent/carer answered the call, the child is not with them or safe and the parent is concerned.	School to advise the parent to: <ul style="list-style-type: none"> <li>• Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child</li> <li>• Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment</li> <li>• Contact the local police station to inform them that the child is missing</li> <li>• Report back to school if the child is found or remains missing</li> </ul>

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school will contact Police and /or children's social care immediately.

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm school continues to make enquiries and informs Education Welfare Service on Day Three that the child is missing education.

## School Risk Assessment for Children Missing Education

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt always consult with managers or other services.

Criteria	Risk	Action
Is there good reason to believe that the child may be the victim of a crime?		Inform Police and/or children's social care immediately
Does the child have a formal child protection plan?		
Is the child in care i.e. looked after by the local authority?		
Is there planned or current LA children's social care or LA adults' social care services involvement? E.g. section 47 enquiry about to start.		
Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?		
Is the child at risk of sexual exploitation?		
Has there been LA children's social care or LA adults' social care or Criminal Justice System involvement in the past?		<p>Give consideration to the vulnerability of the child and following risk assessment inform one or all of the following :</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Safer school officer</li> <li>• Children's social care.</li> <li>• Local Authority Designated Officer.</li> <li>• Education Welfare Service.</li> <li>• School Nurse</li> </ul> <p>Use other services to help with your risk assessment, including the above.</p>
Are there religious or cultural reasons to believe that the child is at risk? E.g. FGM or forced marriage.		
Is there any known history of drug or alcohol dependency within the family?		
Is there any known history of domestic violence?		
Is there concern about the parent/carer's ability to protect the child from harm?		
Was there any significant incident prior to the child's unexplained absence?		
Has the child been a victim of bullying?		
Does the child need essential medication or health care?		
Was the child noted to be depressed prior to the child's unexplained absence?		
Has the child gone missing with their family?		
Have the parents been subject to proceedings in relation to attendance?		
Is there a history of poor attendance?		
Has there been any change in the child/family's financial circumstances?		
Age of the child		