



### **Child Missing from Education procedure**

If a pupil is absent, all schools have a responsibility to contact the parent or carer **on the first day of absence** and continue to make every effort to locate the pupil. When you have identified the child is not in school, please follow the procedure below.

#### **Day 1 - Phone call**

A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.

<b>Response from parent</b>	<b>Next step from school</b>
There is no answer at the home or on mobile numbers	<p>Leave a message if possible</p> <p>Call back. Risk assess after 2 hours</p> <p>Make a note of the time each call is made, what numbers were called (ie mum's mobile, dad's mobile, work numbers etc), and if you were able to leave a message. Also make a note of what was said if you telephoned the parent/carer's place of work.</p>
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record on your school's attendance management system
The person answering is not the parent/carer and the school is not reassured that the child is at home or safe	<p>The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child</p> <ul style="list-style-type: none"> <li>• <a href="#">Risk assessment and CME checklist (PDF 404KB)</a></li> </ul>
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	<p>School to advise the parent to:</p> <ul style="list-style-type: none"> <li>• Contact the local police station to inform them that the child is missing</li> <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</li> </ul>

child, by providing information which may shed light on the child's whereabouts or actively searching for the child

- 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
- Report back to school if the child is found or remains missing

## **Day 2 - Follow up phone call**

A subsequent telephone call must be made either from the school landline or preferably a mobile phone. Make a note of the time each call is made, what numbers were called (ie mum's mobile, dad's mobile, work numbers etc), and if you were able to leave a message. If no contact is made all the other adults recorded on the child's contact list should be contacted. Make a note of the time each call is made, who was spoken to and what information was passed on.

## **Day 3 – Write/email parents**

Write or email to the parent in plain English, asking for contact to be made with the school immediately. Please give the parents/carers 3 working days to make contact and if you are aware that English may not be the parent's first language, copy the letter into a language that may be more accessible.

## **Day 5/6 - Home visit**

Arrange a visit to the home address ensuring that risk assessments are in place

## **Once you have completed these checks (or within 10 days, whichever is earlier)**

If the child has not been seen and the parents or carers have not been contacted either, schools must report the child as missing from education.