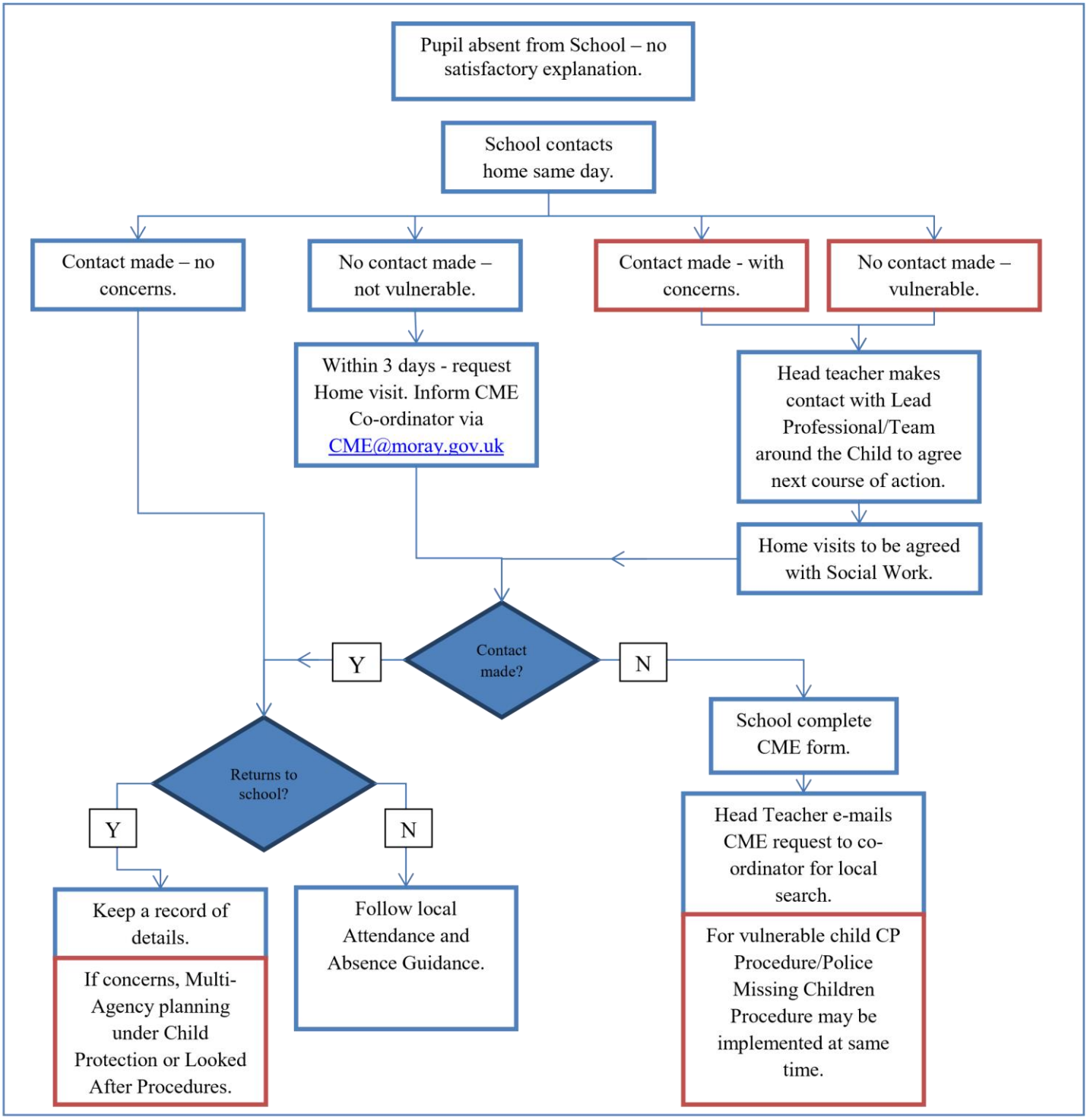
APPENDIX 19



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)

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

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

	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 and other agencies as appropriate
	Relevant agencies involved with the child should be contacted
	The 'Request for a Search' form (Appendix 13) should be completed and forwarded to cme@moray.gov.uk within 24 hours

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

	All reasonable and practical checks should continue to be made to locate the child/family
	Request checks from Phoenix e1/SEEMIS using MISSupport@moray.gov.uk
	Contact partner services as appropriate and request relevant information
	Check Health Visitor/School Nurse/GP Practice with whom child registered
	Check with Housing as appropriate
	Check with Social Work as appropriate
	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

	Complete the 'Request for a Search' form. The Head Teacher should send this form to cme@moray.gov.uk The CME co-ordinator will start further procedures.

Request for a Search - Children Missing from Education

Appendix 13

Please ensure you complete

- a case details sheet
- a family sheet
- one or more child sheet

Once completed please send this form to: cme@moray.gov.uk
The Moray Council, High Street, Elgin. IV30 1BX. 01343 563632

Case details:

Please give the following details for who referred this case to the CME Co-ordinator.

Name:	
Designation:	
School:	
Telephone number:	
Email:	
Date:	

Details of local investigations for all children in this case to be included in the search:

Local searches completed	**Date carried out and by whom**	**Outcome**
Enquiries made with other children in the class		
Enquiries made with other school staff		
Enquiries made with other establishments where siblings are known to be or where siblings were enrolled		
Home contact attempted		
– by phone		
– by visit		
Contact made with relatives/emergency contact		
Contact made with parent's last known employer		
Contact made with other agencies:		
- Social Work		

- Housing Dept/Housing Agency		
- Health		
- Voluntary Agencies		
- Police		
Other		

How many sets of child details are being sent with this referral?

Family details:

Family surname:

Last known address:

Other names the family has been known by:

Mother's first and maiden name (if known)

Father's name:

Is either parent in the military? Yes/No

Is anyone in this family an asylum seeker? Yes/No

Is anyone in this family a refugee? Yes/No

Other known family whereabouts and telephone numbers:

Emergency contact and telephone number:

Any other background information

Please include in this section any other background information about why this case has been referred and/or any other relevant details which the CME co-ordinator should be made aware of e.g. medical issues, confidentiality etc.

Child Details - Please complete and return one set of details for each child

Forename(s):	
Surname:	
Date of Birth:	
Gender:	Male/Female
SCN (Scotland only):	
UPI (Outside Scotland):	
Is this child to be included in the search?	**Yes** look for this child – please **complete section 2** and leave section 3 blank.
	No for information only – please **go to section 3**.

Section 2 please complete the fields in this section if this child is to be included in the search.

Ethnic background (please use code list):	
How is the child educated?	School/Home Education/Alternative Provision

Please give as much detail as possible about schools the child has attended:

Name of School	Address of School	Stage of Pupil	Date of Enrolment	Date of last day of attendance

Has the pupil been taken off the register at their most recent school? Yes/No

What was the reason for leaving? (use code list)

Is this child currently on the Child Protection Register? Yes/No

Has this child been on the Child Protection Register in the last 24 months? Yes/No

Does this child have a history of unauthorised absences? Yes/No

Does this child have a history of exclusions? Yes/No

Is this child looked after at home by the local authority in terms of the Children (Scotland) Act Yes/No 1995?

Is this child looked after away from home by the local authority in terms of the Children (Scotland) Act 1995? Yes/No

Does this child have an additional support need? Yes/No

What is the nature of the additional support (please use the code list):

Section 3 please complete this section if you gave us these child details for information only

Do you know the whereabouts of this child? Yes/No

Details of child's whereabouts:

Contact telephone number for this child:

Child Details - Please complete and return one set of details for each child

Forename(s):

Surname:

Date of Birth:

Gender: Male/Female

SCN (Scotland only):

UPI (Outside Scotland):

this child to be included in the search?