



Chellaston Academy
Integrity Care Excellence

Child Missing In Education (CME)

Policy Owner:	Mrs D Eyre	Date of Adoption:	December 2020
Approved By:	Mrs S Fletcher	Date of Adoption:	December 2020
Signed By:	Mrs S Fletcher	Date of Next Review:	September 2021 (or sooner if KCSIE changes)

Revisions	
Date:	Notes:

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1.0 Introduction

The aim of this policy is to outline how the Academy will:

- Monitor and deal with instances where a child goes ‘missing from education’.
- Follow the procedures and guidelines of the local authority CME policies.
- Identify instances in which there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe.
- Contribute to effective partnership working between parents, our local authorities and all those involved with providing services for children and young people.

The policy will be reviewed annually as a minimum, unless an incident or new legislation or guidance suggests the need for an earlier date of review.

This policy complements and supports a range of other Academy policies, such as, but not exclusively;

- Child Protection and Safeguarding Policy
- Attendance Policy

It has also been written in line with local CME guidance from the DDSCP (Derby and Derbyshire Safeguarding Children Partnership) including the [Joint RMFHC Protocol](#).

2.0 What is CME?

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as “a child of compulsory school age who is not on a school roll, no being educated otherwise”. This is in line with CME Guidelines 2016.

It also refers to children who are on roll at school and have been missing through unauthorised absence for 10 consecutive days (although a shorter time is appropriate where there are child protection concerns).

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care (/LAC)
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

3.0 What We Do

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

This includes:

- Our absence response procedures (see Attendance Policy) particularly for unexplained or unauthorised absence including First Day Contact/Absence Response Flowchart (see Appendix 1)
- If a new student fails to attend on the agreed or notified start date, undertaking reasonable enquiries to establish the child's whereabouts.
- Monitoring persistent absence through our VSM
- Informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.
- Alerting Social Care and/or the Police if a child goes missing from education and/or home and is believed to be at risk of harm.

We will make **reasonable enquiries** for pupils who:

- Haven't returned to school for 10 days after an authorised absence, **or**
- Have been absent without authorisation for 20 consecutive days

Making reasonable enquiries includes one or more of the following:

- Contacting parents, relatives and neighbors using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
 - other local databases and agencies
 - agencies known to be involved with the family
- Checking with UK Visas and Immigration and/or the Border Force

- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated your pupil
- Checking with the LA where your pupil lives, if its different from the one where your school is

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- In the case of children of service personnel, checking with the Ministry of Defence Children's Education Advisory Service
- Conducting a home visit, following our own policies and risk assessment procedures.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register after making reasonable enquiries to establish the whereabouts of the child. This can only be applied if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or other acceptable and unavoidable cause.

If we aren't able to locate the pupil we will report to the Local Authority Children's Services via Social Care and, where advised to, Derby City or Derbyshire Child Missing Education team on -

Derby

Email: cme@derby.gov.uk

Telephone: 01332 641448

Address: Education Welfare Service, Locality 3/4 Ashtree House, The Council House, Corporation Street, Derby, DE1 2FS

Derbyshire

Telephone: 01629 532877

Chellaston Academy also has an attendance policy to encourage high levels of attendance and punctuality at school and employs the services of an Education Welfare Officer to support in cases where attendance is below expectations.

4.0 Role Of The Local Authority

On receipt of all missing children reports from police COMPACT via secure email, the local authority will check to find out whether or not a case is known to them. Where a child (or the family) is an open case, including where they are a looked after child to a local authority service, the missing report will be sent to the case responsible worker in Social Care, the Multi Agency team (MAT) or the Youth Offending Service.

The lead worker involved with the child, or duty worker in their absence, will;

- Liaise with the police and other agencies
- Contact the family and offer support, if this is appropriate
- Take into account the circumstances relating to the missing episode (and return) in any ongoing assessments and interventions
- Ensure other agencies supporting the child/family are aware of the situation

Social Care remain responsible for the children in their care who are missing, and for children subject to child protection plans and children in need about whom there are concerns. This responsibility is not absolved when the child has been reported missing to the police; however, the police will have primacy in respect of the investigation to trace the child.

Where a child is unknown or a closed case and they are reported as missing under the categories of high or medium, they will be allocated to a worker in a MAT (in Derby to a Runaways Worker based in the MATs). If there are concerns of significant harm, a Social Worker will be allocated.

The worker will;

- Contact the family and offer support. The focus of this support will be on the identified missing issues.
- Determine whether or not there are wider needs to be addressed through an appropriate assessment such as the Early Help Assessment or Social Care single assessment.

Where the child is unknown or a closed case, and has been classified as “Missing No Apparent Risk”, the Police will make an informed decision based on the intelligence available to them as to the most appropriate further action such as a home visit/prevention visit or referral to children’s social care. Where the child is in the care of another local authority but placed in Derby City or County, a record/episode will be opened / updated and details will be forwarded to that authority.

5.0 Staff Training

Staff will be made aware of our absence procedures and their role within this as tutors and teaching staff.

The importance of attendance and the vulnerabilities of children missing education will be explored during Induction, INSET training, and in-year briefings and updates.

They will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect they will report this immediately to the Safeguarding team. We will follow local child protection procedures, including with respect to making reasonable enquiries.

We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or be in immediate danger.



Unexplained Absence Procedure—First Day Response and Follow up

