



Nottingham Nursery School & Training Centre

Children Missing in Education policy

Updated January 2018

This policy takes into account;

Keeping Children Safe in Education, September 2016

Children Missing in Education, September 2016

The *Children Missing in Education* guidance explains on pages 16-18 that some children are particularly at risk of going missing from education. These include children who:

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

Making reasonable enquiries

Context

Nottingham Nursery School & Training Centre (NNSTC) recognises that parents and carers do not have a statutory responsibility to bring children to school until the term after they are five years old. As such, the school is not able to access support from the education welfare team in the same way which primary schools do.

NNSTC also recognises that absence rates are typically higher in nursery schools, when compared to primary schools, due to the increased incidence of early childhood illnesses. In addition, the children at NNSTC, due to their age and the fact that they are accompanied on their way to and from school, are at low risk of going missing on their way to school.

Bearing these things in mind, NNSTC has the following procedures in place to carry out reasonable enquiries where a child is missing from education, once they are on roll at the school:

Day One

On the first day of absence, administration staff will contact the parent/carer of the child by text and/or telephone within the first hour of absence to request an explanation of the absence.

If there are existing safeguarding concerns about a child and there is no response from the parent / carer within half an hour, administration staff will contact other named contacts on the child's file to seek information about the child's whereabouts. They will also notify the DSL and s/he may decide to carry out a home visit, following local guidance concerning risk assessment, and if appropriate make enquiries with neighbour(s) and relatives. The DSL will contact Social Care to raise a concern and may contact the police if there is no response from the parent/carer and no explanation gathered by the end of the school day.

Day Two

On the second day of absence, administration staff will again contact the parent/carer of the child by text and/or telephone to request details of absence and will also contact all other named contacts on the child's file to seek information.

Day Three

Where the whereabouts of a child remains unknown on the third day, the administration staff will continue to try to make contact with parents and other carers and will also notify the DSL.

The DSL will carry out one or more of the following actions, as deemed appropriate dependent on the assessed level of risk (see the London Safeguarding Children's Board *London Good Practice Guidance for Safeguarding Children Missing from Education* (pp 6-7) for guidance regarding indicators and risk factors):

- Follow local information sharing arrangements and where possible make enquiries via other local databases and agencies, including any agencies known to be involved with the family including health visitors
- Check with other local primary schools, which also have nursery provision or where siblings may attend
- Conduct home visit(s), following local guidance concerning risk assessment, and if appropriate make enquiries with neighbour(s) and relatives
- Check with the LA CME Officer and any schools from which the child moved originally (if appropriate), or any LAs or schools to which the child may have moved
- In the case of children of service personnel, check with the Ministry of Defence Children's Education Advisory Service
- Check local databases within the LA, or the DfE's Key to Success or school2school systems
- Check with UK Visas and Immigration and/or the Border Force

If the whereabouts of the child remains unknown by the end of the third day, the DSL will refer the child to Social Care and the police may be contacted.

Recording

All reasons given for absence will be recorded by the administrator on SIMS.

Any safeguarding concerns arising as a result of a child missing from education will be recorded as such, in line with the NNSTC Child Welfare and Safeguarding Policy.

Removing children from roll

In normal circumstances, children should not be removed from the school roll without knowledge of where they have transferred or gone to. These details should be recorded on SIMS.

Where children's whereabouts remains unknown for 4 weeks or more and efforts have been made to collaborate with others to ascertain their whereabouts, the head teacher will consult with the Children Missing Education Officer at cme.educationwelfare@nottinghamcity.gov.uk and may make a referral, before making a decision to take the child off roll.

In these circumstances, the DSL will have previously informed Social Care and/or the police regarding concerns about the child's whereabouts. Safeguarding records regarding the child will be archived in line with the Records and Retention Policy.