

**Notification of Child Missing from Education**

Once completed, please email to [childrenmissingfromeducation@croydon.gov.uk](mailto:childrenmissingfromeducation@croydon.gov.uk) with any additional documents. **Your Designated Safeguarding Lead (DSL) should also be notified of this notification.**

**Child Details:**

|  |  |
| --- | --- |
| Child’s FORENAME: |  |
| Child’s SURNAME: |  |
| Ethnicity: |  |
| First Language: |  |
| Unique Pupil Number (UPN): |  |
| Date of Birth: |  |
| Gender: |  |
| Current Address: |  |
| New address (if known or applicable) |  |
| Parent/Carer (1) Name: |  |
| Parent/Carer (1) Address: |  |
| Telephone Number |  |
| Email Address |  |
| Parent/Carer (2) Name: |  |
| Parent/Carer (2) Address: |  |
| Telephone Number: |  |
| Email address: |  |
| Emergency Contact details provided in pupil registration: |  |
| GP Surgery: |  |

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| --- |
| **Reason for Referral** |
|  |

**Referrer Details:**

|  |  |
| --- | --- |
| Name of Agency/School: |  |
| Name of Referrer: |  |
| Referrer Position/Job Title: |  |
| Referrer Email Address: |  |
| Referrer Telephone Number: |  |
| Referral Date: |  |
| Last day of attendance: |  |

**Please provide information below regarding attempts to make contact with the family within the last 10 days: please note if these checks are not complete or evidence of attempts to gain information not provided your referral may be returned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL CHECK:** | **DATE(S)** | **OUTCOME** | **COMPLETED BY** |
| Phone call – parent |  |  |  |
| Email to parent |  |  |  |
| Letter sent |  |  |  |
| Home visit made |  |  |  |
| Sibling schools contacted |  |  |  |
| Phone call - Emergency Contacts |  |  |  |
| New School, new address and travel information (if applicable) |  |  |  |
| Contact with other agencies involved with family |  |  |  |
| Contact with new boroughs Admissions Team. (If applicable) |  |  |  |
| Any other additional information relevant to this referral: |  | | |

**Where possible please submit a photo of the child and copies of identification available, e.g. passport, birth certificate via** [**childrenmissingfromeducation@croydon.gov.uk**](mailto:childrenmissingfromeducation@croydon.gov.uk)

**CME SAFEGUARDING CHECKLIST*- Assessing A Child’s Vulnerability***

*Assessing vulnerability requires a combination of professional knowledge and experience of safeguarding and local circumstances. Agencies should follow their own safeguarding procedures and have regard to the London continuum of need:*

<http://croydonlcsb.org.uk/professionals/policies/#thresholds-amp-indicators-of-need>

*This guidance should be considered when a child is missing from education to ascertain their vulnerability and assist in the decision making process for making a referral.*

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Does the child have a formal child protection plan/child in need plan? |  |  |
| Is the child ‘looked after’ (LAC)? |  |  |
| Is there a history of domestic violence, parental mental health, parental substance or alcohol misuse? |  |  |
| Has there been adult’s or children’s criminal justice involvement in the past or at present? |  |  |
| Is this child mixing with known offenders? |  |  |
| Is there a good reason to believe that the child may be a victim of crime? |  |  |
| Is this child at risk of sexual exploitation? (please refer to CSE risk assessment) |  |  |
| Are there wider concerns about this child or their family with regards to possible radicalisation? (Please refer to PREVENT guidance) |  |  |
| Are there religious or cultural reasons to believe that the child is at risk?   * Rites of passage or forced marriage planned for the child * Female genital mutilation * Historical information relating to older siblings. |  |  |
| Does the child have any health requirements that place the child at risk? |  |  |
| Was the child noted to be depressed/self-harming prior to the unexplained absence? |  |  |
| Is there a person present in, or visiting the family that has convictions for an offence against a **child?** |  |  |

* We have no knowledge of the questions marked with a star above.