



Don't Lose Sight



Think about this:

Top 5 things to act on /consider when reviewing a possible CME case

- 1) Who is responsible = Parent, School, LA and Outside Agencies. *Pupils at risk of immediate danger or at risk of harm must be referred immediately to Children's Social Care /Police.*
- 2) Think - those at risk of CME are ? = vulnerable / at risk groups CP, CIN & family support, poor attenders (less than 85 %) PAs or non attenders, armed forces families, travellers, refugees /migrant / asylum seekers, family breakdowns /bereaved, SEN, non-engaged parents, exclusions, runaways, those supervised by the Youth Justice System and those with mental health issues.
- 3) Professional curiosity can safeguard a child - ask opened questions = Who, What, Where, When, Why and How.
- 4) Share information = Tell, Explain, Describe, Outline and Record.
- 5) Impact of little /no schooling = rise in crime, victims of abuse, social costs, under achieving /jobless, mental health issues, CSE, forced marriage, FGM and radicalisation.

CHECKLIST

Action

- ▶ Act quickly - don't delay
- ▶ Key - communication between SGL, staff, governors, parents/siblings /relatives, friends, neighbours, landlords, pupils and other schools
- ▶ Seek help from outside agencies - Police, Social Services, Early Help Team, health professionals, attendance service, MOD, Home Office and Border Forces
- ▶ Ask questions - i.e. subject to a child protection plan
- ▶ Record information = Letters sent home? Last known visit to family address completed?

Prevention

- ▶ Safeguarding -The Children's Act 2004
- ▶ Regular reviews of procedures / Up to date training for school employees
- ▶ Referrals
- ▶ Attendance warning period
- ▶ LA attendance panels
- ▶ LA prosecutions

School Action - A Robust System

- ▶ Teachers must complete electronic /paper register twice daily in a timely fashion.
- ▶ Attendance Leader to check registration is accurately complete and actively chase any missing marks.
- ▶ Missing pupil on school register -

1st day of absence - call to classroom; check for any messages or emails via school office; text parent by 10am; call parent if no response from text and request information; record response.

2nd day of absence - check with all listed contacts; alert SGL & SLT; ask questions.

3rd day of absence - home visit/ask neighbours; check on siblings in other schools; investigate any unexplained absence.

- ▶ Seek other professional help = Police, Social Services, LA
- ▶ Complete CME and forward to LA. This must be done when a child has a period of continuous 10 day absence without permission.
- ▶ Pupil Tracking (LA) must be sent CME forms of 'in year pupil' (due to be off rolled on the 20th day of non school attendance) 10 days prior to being removed from the school roll.