# School risk assessment for possible pupil missing education

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| **Pupil name** |  | **Date of birth** |  | **Year group** |  |

***Possible pupil missing education checklist***

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| **Day one-ten** |  |  |
| **Action taken** | **By who and when** | **Outcome** |
| Contact the parent using all available contact numbers/email. |  |  |
| Contact any other relatives/emergency contacts using all available contact numbers/email addresses. |  |  |
| Check within school for information:* Staff
* SENCO
* Pastoral staff
* Friends
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| Check with sibling/s school/s. |  |  |
| Check with other agencies involved with the family. |  |  |
| Visit to the family home to establish whether the family still reside at the property and any information about forwarding address. |  |  |

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| **If reason for pupil leaving is established with sufficient evidence, submit off roll notification under relevant regulation** | **If reason for pupil leaving is not established, conduct possible pupil missing education telephone consultation to agree joint enquiries** |

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| **Identifying risk factors** |  |  |
| Refer to Designated Safeguarding Lead to inform: | Is there good reason to believe that the pupil may be the victim of a crime? |  |
| * Policeand/or
 | Has the child gone missing from home? |  |
| * Children’s Advice and Duty Serviceor
 | Does the pupil have a Pupil Protection Plan or Pupil in Need Plan? |  |
| * child’s current Children’s Services worker
 | Is the pupil looked after by Norfolk LA or by another LA and has LAC Virtual School been notified of this? |  |
|  | Does the pupil have a Children’s Services worker, and have they been notified? |  |
|  | Is a Section 47 pupil protection enquiry about to start? |  |
|  | Is there a person present in or visiting the family with previous convictions for an offence against pupil (Schedule 1 offender, Children and Young Persons Act 1933) or another person suspected of previously harming a pupil? |  |
|  | Is there a history of domestic violence, parental mental health issue or substance misuse? |  |
|  | Is the pupil at risk of child sexual exploitation? |  |
|  | Is the pupil at risk of child criminal exploitation? |  |
|  | Are there wider concerns about the pupil and family with regards to radicalisation? Could they be travelling abroad? Has a Prevent referral been made? |  |
|  | Is this very sudden and unexpected behaviour for the pupil or family? |  |
| Refer to Designated Safeguarding Lead to consider the vulnerability of the  | Have there been any past concerns about the pupil associating with significantly older young people or adults? |  |
| child and following risk assessment, inform relevant services  | Was there any significant incident prior to the pupil’s unexplained absence? |  |
| which may include:* Police
* Children’s Advice and Duty Service
 | Are there health reasons to believe that the pupil is at risk? e.g. does the pupil need essential medication or health care? |  |
| * Children’s Services Worker
* Healthy Child Service
 | Was the pupil experiencing any mental health or substance misuse issues prior to their unexplained absence? |  |
| * Youth Offending Team
 | Does the pupil have any special educational needs? |  |
| * Harmful Sexual Behaviour Team
 | Has the child been a victim of bullying in or out of school? |  |
| * EHCP Coordinator
* Early Help
 | Are there religious or cultural reasons to believe that the child is at risk? e.g. rites of passage or forced marriage planned for the child? Female genital mutilation? Historical information relating to older siblings? |  |
|  | Have there been past concerns about this child and family, which together with the sudden disappearance are worrying? |  |
|  | Are there concerns about the parent/carer’s ability to protect the child from harm? |  |
|  | Has there been any change in the child/family’s financial circumstances? |  |
|  | Is there a history of poor attendance? |  |
|  | Have parents faced prosecution for irregular school attendance? |  |
|  | Is there a history of frequent house or school moves? |  |
|  | Are there immigration issues? |  |

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| **What are we worried about?** | **What's working well?** |
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| **Danger Statement** – Who is worried, what are they worried about, why are they worried – in the short-long term if nothing changes. | **Safety Goal** – What would you need to see to not have any worries about the danger and feel confident the child is safe. |
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| **Scale of Safety** – On a scale of zero to ten; where 0 is our worries of past harm/complicating factors means the child is not safe and 10 is everything is working well in the child’s family to keep them safe, where would you rate the worry?**10** | **What brings you to this point on the scale?** |
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