

ANGUS CHILD PROTECTION COMMITTEE



SHARING INFORMATION IN RELATION TO
CHILDREN MISSING FROM EDUCATION
IN PRE-SCHOOL PROVISION IN ANGUS

Protocol for Sharing Information in Relation to Children Missing from Education in Pre-School Provision in Angus

Health Visitor Responsibility

When a Health Visitor is aware of a child attending pre-school provision and there are concerns about the child, this information must be shared with the Health Visitor attached to the appropriate school nursery/pre-school centre, who will pass relevant information to the Head Teacher/Centre Manager.

It is important that the Health Visitor attached to the nursery/pre-school centre and the Head Teacher/Centre Manager have all the information about the child and their family.

When a health professional is contacted by the School and Family Support Service (SFSS) Early Years Worker (EYW) regarding concerns which have been raised about a child, it is essential that all relevant information is shared, particularly in relation to any assessed risks to the child's safety or to the safety of a lone worker in this context, for example if a family member is considered possibly aggressive or violent.

It is not a legal requirement for children to attend nursery/pre-school provision; however it is important to emphasise that the Authority provides up to five sessions per week (AM or PM) and it is expected that children will attend regularly. It is Angus Council policy to investigate the circumstances of pre-school children who are not attending any pre-school provision or where there may be concerns.

If the child has not been attending nursery, and there has been no information provided by the parent, all initial checks should be carried out by the nursery staff, by getting in touch with family or emergency contacts through referring to information held in the Pupil Progress Report (PPR).

The Head Teacher/Centre Manager is responsible for contacting the appropriate colleagues as follows:-

- **If there are existing child protection concerns and there is no contact with parents, contact should be made with Angus Council Social Work and Health immediately a child is absent.**
- In any other case, where there is no contact from the parents after an absence of **three days**, the Head Teacher/Centre Manager or School Link Person must make contact with either their designated Early Years Worker, or the School and Family Support Service centrally (Montrose Road Centre, Forfar, 01307. 473969) to report the situation. The School and Family Support Service will then undertake local multi-agency checks, i.e. with Housing, Tayside Police, Health, Social Work and Health and Women's Aid Respect and Equality as appropriate.

When a child is reported missing from nursery/pre-school centre the School and Family Support Service **Early Years Workers will initiate the following procedure:-**

Pre-school Children Missing from Education Procedure:-

When an Early Years Worker is informed about a child missing from nursery/pre-school, and they have established that the nursery/pre-school has already tried without success to contact the family, they **must** link with the Health Visitor and also with the designated Social Work and Health contact, if the family is known to that service. Other multi-agency checks are carried out as above. Discussion will also take place with a Senior School and Family Support Worker.

If this first interagency contact provides no satisfactory explanation for the child's absence from pre-school provision, the School and Family Support Worker/Early Years Worker will undertake a home visit to establish if the family still reside at the known address, having first discussed with a Senior School and Family Support Service Worker whether Lone Worker Procedures would require a joint visit with a colleague. It may be appropriate for the health professional involved to accompany the worker on this visit if they have an established relationship with the family.

This procedure relates to the Education Department Child Protection Guidelines (August 2007) Appendix 12 - Children Missing from Education (CME)

Protocol for Sharing Information in Relation to Children Missing from Education in Pre-School Provision in Angus. This chart should be read in conjunction with the attached text.

Areas of Responsibility

Health Professional's Child Protection concerns about any child must always be shared at once with the Head Teacher/Centre Manager of any pre-school provision where the child is enrolled.

Flow Chart

A child is absent from pre-school provision without explanation from parent/carer.

