



**MISSING CHILD POLICY  
AND  
PROCEDURES TO BE FOLLOWED WHEN A CHILD IS NOT COLLECTED  
ON TIME**

This policy is reviewed annually to ensure compliance with current regulations.

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## **MODEL POLICY (EYFS)**

### **Part One: Missing Child Policy**

#### **Introduction**

The welfare of all of our children at Kingswood House School is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73) and Department for Education guidance Children Missing Education (September 2016).

#### **Information for parents**

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: 'Educational Visits' and in the Parents' Handbook. Both documents are on our website and can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read at least Part 1 of KCSIE.

#### **Action to be followed by staff if a child fails to attend first day of school**

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Head and Designated Safeguarding Lead without delay. The Head or Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

## **Duty to Report**

The school monitors attendance of its pupils closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission<sup>1</sup>.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

## **Actions to be followed by staff if a child goes missing from the school**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions without delay:

- Take a register in order to ensure that all the other children were present
- Check with reception who will check the signing out/in book
- Inform the Head of the Lower Prep Department or the senior member of staff on duty
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) with a relevant activity
- At the same time, arrange for one or more adults to search everywhere within the Lower Prep Department, both inside and out, carefully checking all spaces, cupboards, washrooms etc. where a small child might hide
- Check the doors, gates and CCTV records for signs of entry/exit

A record is kept by the School of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the child is still missing, the following steps would be taken without delay:

- Inform the Head of the School and the Designated Safeguarding Lead (DSL)

- Ask the Head of Lower Prep or Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once
- The DSL/Headmaster would immediately notify the Police
- The Headmaster would arrange for staff to search the rest of the School premises and grounds
- If the child's home is within walking distance, a member of staff may be asked to check to see if the child has gone home. They would set out on foot to attempt to catch up with the child
- The DSL would inform the Local Safeguarding Children Board (LSCB) and the school's Local Authority Designated Officer (LADO)
- The School would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The School's insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Child Protection policy.

#### **Actions to be followed by staff if a child goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- Immediately inform the Head of the Lower Prep School and the DSL by mobile phone
- The remaining children would be taken back to school as soon as reasonably practicable
- Ask the Head of Lower Prep School to ring the child's parents as soon as reasonably practicable to explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the School at once
- Contact the venue manager and arrange a search (where relevant)
- Immediately contact the Police
- The DSL would inform the LSCB and the school's LADO without delay
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay

- The School's insurers would be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

**Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of the Lower Prep will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Head of the Lower Prep will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Head (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Child Protection policy where there are concerns about the welfare of the child.

## **Part Two: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected within half an hour of the agreed collection time, the School will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the Head of the Lower Prep or the SLT Duty member will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by the School. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period or when the premises are closing, the Head of the Lower Prep/SLT will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under the School's care, until such a time as they have been collected by a parent, guardian or carer, or until appropriate alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's child protection policy and procedures detailed in its staff behaviour and child protection policies.

## **Part One: Missing Child Policy (Day Pupils, Non-EYFS)**

### **Introduction**

The welfare of all of our children at Kingswood House School is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including child sexual and/or criminal exploitation and county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called 'honour'-based abuse or risk of forced marriage. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read at least Part 1 of Keeping Children Safe in Education (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15) and Department for Education guidance Children Missing Education (September 2016).

### **Information for Parents**

The Staff and Parent Handbooks describe:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. For day pupils we take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the School if their child is absent for any reason. The School will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the School

The enhanced supervisory arrangements for outings involving our pupils are set out in a detailed policy document: 'Educational Visits Policy'. This document is on our website and can be provided to parents on request.

We review all our policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of pupils and read at least Part 1 of KCSIE.

### **Action to be followed by staff if a child fails to attend first day of school**

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Headmaster and Designated Safeguarding Lead without delay. The Head or Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

### **Duty to report**

The School monitors attendance closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission<sup>2</sup>.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the School and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the School may delete the pupil's name from the admission register. The School will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The School also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

### **Actions to be followed by staff if a child goes missing from the school**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions without delay:

- Check with the pupil's friends to see if they know their whereabouts
- Check with reception who will check the signing out/in book
- Inform the senior member of staff on duty
- Call the pupil's mobile telephone

- Ask all of the adults and pupils calmly if they can tell us when they last remember seeing the pupil
- Occupy all of the other pupils in their classroom(s)
- At the same time, arrange for one or more adults to search the school grounds
- Check the doors, gates and CCTV records for signs of entry/exit

A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the pupil is still missing, the following steps would be taken:

- Inform the Head of the Upper Prep / Senior School and the Designated Safeguarding Lead (DSL)
- Ask the Head of School to ring the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once
- The DSL/Head of the Upper Prep/Senior School would notify the Police
- The Head of the Upper prep/Senior School would arrange for staff to search the rest of the school premises and grounds
- If the pupil's home is within walking distance, a member of staff may be asked to check if the pupil has gone home and would set out on foot to attempt to catch up with him/her
- The DSL would inform the Local Safeguarding Children Board (LSCB) and the School's Local Authority Designated Officer (LADO)
- The School would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors
- The School's insurers would be informed
- If the pupil is injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of the investigation into the missing pupil, the School, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

The School will always consider the wider circumstances around a child going missing from School and whether there are wider safeguarding concerns that may need to be addressed in line with the School's Child Protection policy.

#### **Actions to be followed by staff if a child goes missing on an outing**

- An immediate head count would be carried out in order to ensure that all the other pupils were present
- An adult would search the immediate vicinity
- Inform the Head of the Upper Prep/Senior School and the DSL by mobile phone

- The remaining pupils would be taken back to school as soon as reasonably practicable
- Ask the Head of Upper Prep/Senior School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the School at once
- Contact the venue manager and arrange a search (where relevant)
- Contact the Police immediately
- The DSL would inform the LSCB and the School's LADO
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- Inform the Chair of Governors without delay
- The School's insurers would be informed as soon as reasonably practicable. If the child is injured, A report would be made under RIDDOR to the Health & Safety Executive (HSE). If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

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#### **Actions to be followed by staff once the child is found**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of the Upper Prep/Senior School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Head of the Upper Prep will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Headmaster (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.
- Consider whether actions need to be taken in line with the School's Child Protection policy where there are concerns about the welfare of the child.

## **Part Two: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. Where reasonably possible the School will hold more than one emergency contact number for each pupil. If there is no answer, the Teacher on duty or SLT Duty member will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a one hour period or when the premises are closing, the Head or duty member of the SLT will contact the Social Care Duty Officer. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. The School will make a full written report of the incident.

The School will look after the child safely throughout the time that they remain under our care, until such a time as the child has been collected by a parent, guardian or carer, or until appropriate, alternative care arrangements have been made with Social Care and/or the Police in order to prioritise the child's safety. The School's DSL will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's child protection policy and procedures detailed in its staff behaviour and child protection policies.

<b>Appendix A</b>	<b>Risk Indicators</b>
<b>Appendix B</b>	<b>Child Sexual Exploitation – Screening Tool</b>
<b>Appendix C</b>	<b>Definition of a Missing Person</b>

## **Appendix A**

### **Risk Indicators**

These risk indicators explore the possibility of the child being at risk of harm, including being at risk of child sexual exploitation (CSE).

#### **General:**

- What might be happening within school or out of school for the child to go missing?
- Is there any bullying within or outside of school?
- Is there evidence of drugs and alcohol?
- Is going missing related to circumstances at home?
- Did the missing episode appear to be planned, what food, clothes and money may have been taken?
- Has the child indicated they may have been kept against their will during a missing episode?

#### **Travel and Communication:**

- When a child goes missing – how did they travel? By foot, bus, train or picked up by car?
- Is Social Media / phones being used to make arrangements?
- Are there other children involved or any adults?
- Was the child trying to attend something, which was either pre-arranged or impulsive?

#### **Unaccounted for money or goods:**

- How might the child be funding – tobacco or alcohol?
- Does the child returning from being missing seem hungry – where might they have stayed or got food from?
- Has the child got money / goods – e.g. clothing, underwear, jewellery that they could not afford?
- How many mobile phones do they have, or sim cards?

#### **School's observations:**

- Have you noticed a change in the child's behaviour?
- Has attendance at school deteriorated?
- Is there reduced contact with family and friends and other support networks?
- Are you aware of the child having a much older boyfriend/girlfriend?
- Has the child been staying out overnight with no reasonable explanation?
- Is the child's dress overtly sexualised?
- Has the child been under the influence of any substance, alcohol/drugs?
- Is there evidence of self - harming /eating disorders?
- Is the child regularly coming home late or going missing?

#### **Indicators of possible Serious Violent Crime**

KCSiE 2019 requires all staff to be alert to indicators that may signal that children are at risk from, or involved with, serious violent crime. Such indicators include:

- Increased absence from school
- A change in friendships or relationships with older individuals or groups
- A significant decline in performance
- Signs of self-harm or a significant change in wellbeing

- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions

In addition, are there any observations or information, which may indicate the following:

- Unaccounted for monies or goods
- Experimenting with drugs and alcohol
- Being groomed on the internet
- Multiple sexually transmitted infections
- Pattern of street homelessness and staying with an adult believed to be sexually exploiting them
- Multiple miscarriages or terminations
- Reports of being involved in CSE through being seen in hotspots (i.e. certain flats, recruiting grounds, cars or houses and maybe in company of known CSE adults)
- Under 16 meeting different adults and engaging in sexual activity
- Repeat offending
- Being taken to clubs and hotels by adults and engaging in sexual activity
- Disclosure of serious sexual assault and then withdrawal of statement.

## Child Sexual Exploitation (CSE) – Screening Tool

SSCB has developed a screening tool which all professional groups will use when they have concerns. Following referral a CSE assessment, using the Surrey Children's Services tool, may then be undertaken by a Social Worker.

This form allows you to explore some of the vulnerabilities and indicators present in a child or young person that you know might be at risk of or experiencing sexual exploitation. It is intended to help you think about what the risk might be to the young person and about what to do with the information you have.

**If you suspect anyone is in immediate danger, call the Police on 999. If a child/young person is at risk of significant harm, including from CSE, refer immediately to Surrey Children's Service.**

GENERAL DETAILS			
Name and role of worker completing assessment			
Agency and contact details			
Child/young person's name/alias/known as			
Local authority currently living in			
Language(s) spoken			
Age/Date of Birth		Legal status	
Gender		Ethnicity	
Details of known suspects			
Details of friend/associates			
Date of Completion			

### SIGNIFICANT INCIDENTS

*If any of these are known to have happened and you are not sure if Police or Social Care are aware you must refer to Surrey Children's Service or direct to the Police in emergencies.  
(Tick all that apply)*

<input type="checkbox"/>	Child under 13 subject to penetrative sex
<input type="checkbox"/>	Entering/leaving vehicles with unknown adults
<input type="checkbox"/>	Child meeting different adults and exchanging or 'selling' sexual activity, including on the internet
<input type="checkbox"/>	Frequenting areas known for on/off street sex work
<input type="checkbox"/>	Receiving rewards or money or goods for introducing peers to CSE adults
<input type="checkbox"/>	Disclosure of sexual/physical assault followed by withdrawal of allegation
<input type="checkbox"/>	Knowledge of towns or cities child/young person has no previous connection with
<input type="checkbox"/>	Being taken to clubs or hotels and subjected to sexual activity
<input type="checkbox"/>	Abduction or forced imprisonment
<input type="checkbox"/>	Association with taxi firms/takeaway owners (night-time economy)
<input type="checkbox"/>	Being taken to brothels/massage parlours

Seen in or known to frequent CSE hotspots (certain flats, recruiting areas, cars or houses)

### VULNERABILITIES

*These are things which may make a young person more at risk of being targeted for CSE. They give context to the specific indicators of CSE in the next section. However, the absence of these vulnerabilities does not preclude children being targeted; **evidence shows victims can come from any background and without any prior vulnerability.** (Tick all that apply)*

	Migrant/refugee/asylum seeker/trafficked status through National Referral Mechanism (NRM)
	Known to Children's Social Care/CP Plan/LAC, now or
	previously Physical/learning disabilities/communication disorders
	Involvement with Youth Justice
	Is the child receiving support or services from any other agency, such as drug/alcohol or mental health services?
	Has sexual exploitation previously been identified as a specific issue for this child?
	Neglect by parent/carer/family member
	History of/current domestic abuse (including risk of forced marriage/honour based violence/familial child sexual abuse)
	Physical/emotional/sexual abuse by parent/carer/family member
	History of/current substance misuse in family
	Poverty or deprivation
	Family history of exploitation or prostitution
	Unsuitable or inappropriate accommodation (inc. street homelessness, staying with inappropriate adults/hostel/B&B)
	Family history of mental health difficulties impacting parenting
	Breakdown of family relationships
	Family bereavement
	Low self-esteem or history of being bullied or bullying
	Lack of positive relationship with a protective/nurturing adult
	Recent bereavement or loss
	Young carer
	Disconnecting from support networks, i.e. family/friends
	Living in a chaotic or dysfunctional household
	Unsure about sexual orientation or unable to disclose sexual orientation to their families/friends
	Ethnicity (bullying)

### RISK INDICATORS

*Children are groomed and exploited in different ways. Below are some signs that may signify if the child is being groomed for sexual exploitation or actually being sexual exploited. (Tick all that apply)*

#### Within family/home/relationships

	Change in behaviour – being more secretive/withdrawn/isolated from peers or not mixing with usual friends
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	Increasingly disruptive, hostile or physically aggressive at home or school, including use of sexualised language
	Associating/relationship with significantly older men or women who encourage emotional dependence, loyalty and isolation from safe
	Physical or emotional abuse by a boyfriend/girlfriend or controlling adult including use of manipulation, violence and/or threats
	Associating with other sexually exploited children
	Multiple callers (unknown adults/older young people)
	Estranged from family
	Regularly coming home late or going missing from home, care or education for any period of time (whether reported or not)
	Returning home after long intervals appearing well cared
<b>for Health and mental health</b>	
	Change in physical appearance (new clothes, more/less make-up, weight gain/loss)
	Increased health/sexual health related problems
	Marks or scars or physical injuries on the body or face which there are attempts to conceal
	Expressions of despair (including: depression, mental ill health, self harm, suicidal thoughts/attempts, overdose, eating disorder)
	Branding (i.e. of gang logos)
	Repeat/unplanned pregnancy or pregnancies (including ending in termination/miscarriage(s))
	Sexually transmitted infections (STIs) and/or repeat tests particularly with negative results
<b>Behaviour and experiences</b>	
	Concealed/concerning use of the internet including webcam, on-line gaming (via X-box, PlayStation) chat rooms, etc
	Exclusion from school or unexplained absences from, or not engaged in school/college/training/work
	Failing to respond to attempts to keep in touch by workers/carer or recent disengagement
	Reports of being taken to hotels, nightclubs, takeaways or out of area by unknown adults
	Sexualised risk-taking, including on internet or mobile phone, such as sexting (sending explicit messages or photos to adults or peers)
	Young gay/bisexual exploring sexuality in unsupported way
	Association with gangs/fear of victimisation by gangs
	Increasing use of drugs or alcohol or misuse of drugs or alcohol
	Inability to negotiate exit from a gang due to fear/dependency
	Displaying signs of harassment/unwanted attention
	Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites
	Involved in criminal offending activity (i.e. anti-social behaviour/criminal damage/theft)
	Unusual association with groups of adults
<b>Appearance and possessions</b>	
	Unexplained amounts of money, mobiles, credit, expensive clothing, jewellery or other items/gifts Inappropriate style of dress
	Having multiple mobile phones, sim cards or use of a phone that causes concern – multiple callers or more texts/pings than usual

	Possession of hotel keys/cards or keys to unknown premises
	Is there a risk present to others, i.e. other child/vulnerable adult?
<b>Please add any additional information that you feel is unusual/relevant/concerning and include any</b>	
<b>Please comment on the robustness of the concern / data source.</b>	

<b>Analysis</b>	
<b>Professional judgement:</b> <i>This form is a guide to professionals and there is no set number of criteria that need to be met, but professionals are encouraged to reflect upon the indicators and vulnerabilities and exercise their own judgement.</i>	
What does the above information tell you about this child and the risk to them of CSE?	
Using the guidance below, what would you grade the risk to be?	<i>(insert RAG rating – see guidance below)</i>
<b>Outcome of analysis</b>	
<b>RED</b>	<p><b><i>“A young person whose sexual exploitation is habitual, often self-denied and where coercion and control is implicit”.</i></b></p> <p>There are urgent and immediate concerns about Risk.</p> <p>There are multiple risk factors: i.e.</p> <ul style="list-style-type: none"> <li>○ Repeat missing episodes</li> <li>○ Contact with known perpetrators</li> <li>○ Established drug and alcohol problems</li> <li>○ Experience of violence</li> <li>○ Intimidation and fear</li> <li>○ Risk taking behaviour</li> <li>○ Multiple abusive relationships</li> </ul> <p><b>Please refer to list on page 1</b></p>
<b>AMBER</b>	<p><b><i>“Evidence that a child or young person is being targeted for opportunistic abuse, through the exchange of sex for drugs, perceived affection, sense of belonging, accommodation (overnight stays), money/goods etc. The likelihood of coercion and control is significant”.</i></b></p> <p>There are fewer risk factors, but some of their behaviour puts them at risk, e.g.</p> <ul style="list-style-type: none"> <li>○ Their association with peers also at risk of CSE</li> <li>○ They frequent known CSE hotspots</li> <li>○ They are truanting and occasionally going missing.</li> </ul> <p>Some protective factors do exist though e.g. they are engaging in school.</p>
<b>GREEN</b>	<p><b><i>“A vulnerable child / young person, where there are concerns they are being targeted and groomed and where any of the CSE warning signs have been</i></b></p>

	<p><b>identified”.</b></p> <p>There is no evidence of offences.</p> <p>There are less risk indicators / they are showing early signs of risk indicators.</p> <p>They are exiting exploitation.</p> <p>The concerns appear to relate to normal teenage behaviour</p>
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**NEXT STEPS**

Action(s) already taken or to be taken with timescales:	<i>Done – include summary of action taken and date completed To be done – include timescales and any appropriate details</i>
Discuss with line manager or CSE Champion	
Refer to Children’s Service	
Discuss with Police	
Any other actions, treatment or monitoring arrangements	

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## Appendix C - Definition of a Missing Person

### Missing

Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or otherwise confirmed.

All reports of missing people sit within a continuum of risk from 'no apparent risk' through to high-risk cases that require immediate, intensive action.

**Child:** A child or young person under the age of eighteen. Care leavers cover young people aged 16- 24 years.

**Persistent Absentee:** Child whose attendance falls below DfE set attendance threshold – this is currently set at 90%

**Pupils Missing Out On Education:** Child not accessing education in the “usual way” – that is they do not attend their main school base for some part or all of the school week. This can describe children attending Alternative Provisions, Pupil Referral Unit placements, College placements, Work Experience placements or part-time timetables

**Tuancy:** Child who registers for school but is then subsequently missing from the school site

**Young runaway:** A child or young person under the age of 18 who has run away from their home or placement, or feels they have been forced or lured to leave.

**Missing child/Young person:** A young runaway reported as missing to the police by his family or carers.

**Looked after child:** a child who is looked after by a local authority by reason of a care order, or being accommodated under section 20 of the Children Act 1989.

**Missing from care:** a looked after child who is not at their placement or the place they are expected to be (e.g. school) and their whereabouts is not known. This should be reported to the police as missing and a record of this should be made.

**Accommodated:** A child is accommodated if the Local Authority looks after her/him with the voluntary agreement of his/her parents or with the child if s/he is over 16 years old

***Whilst this MOU applies to children it is acknowledged that young people over the age of 17 can also be at risk of exploitation and therefore the MOU can also be applied in such circumstances.***