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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Notification:** | **Pupil Name** | **Gender** | **Area** | **NCY** | **DOB** | **School/College** | **Date/Time Reported Missing** | **Date/Time Reported Found** |
| **31/08/2023** |  |  |  |  |  |  |  |  |
| **Key Adult DSL must save this notification in the child’s child protection file. The Key Adult DSL must make a note of any decisions reached, actions undertaken or rationale as to why no action has been taken and the outcome (Annex C & paragraph 66,** [**Keeping Children Safe in Education**](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)**, DfE, 2024)** |
| **What happens next?** |
| * A return home interview with the Children’s Services Missing Practitioner will be offered to every child reported missing to the Police.
* Return home interviews must take place with 72 hours from when the child is found.
* For children under 16, parental consent will be sought by the Missing Practitioner before the interview can take place.
* The interview will be with an independent Missing Practitioner who is not the case responsible worker.
* The Missing Practitioner may arrange the interview to happen in school or at home, this will be based on child’s wishes.
* The child can choose to have a trusted adult from school join the return home interview.
* The return home interview is an informal conversation with the child to explore the reasons behind the missing episode and any risks they may have been exposed to. Please reassure the child that this aims to be a supportive, positive conversation.
* The DSL will be contacted by the Missing Practitioner to understand the child’s lived experience.
* The information from the interview is reviewed by Targeted Youth Support Service and if the child is not currently receiving support from Children’s Services, an assessment of whether a consultation with Children’s Advice and Duty Service should take place.
* Where a child already has a Family Support Practitioner or Social Worker, the information will be shared with that lead practitioner.
* Where further meetings are arranged, such as Child Planning Meetings, the DSL will be included.
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| **What support can you offer?** |
| **Silent support examples** | **Overt support examples** |
| * Informing child’s key staff in school.
* Flexible application of rules for example uniform, homework etc.
* Understanding and flexibility in expectations of behaviour and work through a trauma informed approach.
* Opportunities for one-to-one time with trusted adult to provide opportunities to talk, for example helping with a task.
* Review lesson plans to ensure they appropriate for the child on the day.
* Ensuring the child knows who they can talk to in school.
* Safe spaces available in school and use of comforters, cuddly toys etc.
* Checking collection/ transport arrangements at end of school/college day to avoid future potential missing episodes.
* Consider the child’s lived experience in context and over time.
* Consideration of push, pull and risk factors that may indicate the child is at risk of exploitation.
 | * Physical needs such as systems for spare uniform, lunch, equipment, etc.
* Providing 1:1 or buddy support.
* Time out of class/lessons or working elsewhere.
* Using tools to understand a child’s lived experiences such as wishes and feelings work.
* Talking to parents to offer support.
* Develop a safety plan with the child.
* Healthy Relationships sessions.
* Ongoing school pastoral support.
* Talk to the child to see if they would like the trusted adult to be in the return home interview.
* Share information with other agencies such as Missing Practitioners.
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| **Further source of support and guidance:*** Single point of contact for schools: CADS Education Representative via operationencompass@norfolk.gov.uk
* [Norfolk Early Help](https://www.norfolklscb.org/people-working-with-children/early-help/)
* [Children’s Advice and Duty Service](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/) (consider need for exploitation screening)
* [Child exploitation resources](https://www.norfolklscb.org/children-young-people/child-exploitation-resources/), Norfolk Safeguarding Children Partnership
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