# A close up of a logo Description automatically generated with low confidenceAnnex B: CME 1A

## Children’s and Adult Services Department

## Children thought to have gone missing/left the area.

THIS CHECKLIST IS TO BE USED IN ALL CASES WHEN IT WOULD SEEM THAT A CHILD HAS LEFT BOLTO AND THE SCHOOL HAVE NOT BEEN INFORMED OF A NEW ADDRESS OR SCHOOL

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child(ren): |  | | |
|  |  | | |
| Date of birth: |  | | |
|  |  | | |
| Dates absent from School: |  | | |
|  |  | | |
| Parent(s) names: |  | | |
|  |  | | |
| Contact number & email address |  | | |
|  |  | | |
| Address: |  | | |
|  |  | | |
| School(s): |  | | |
|  |  | | |
| Completed by: |  | Date: |  |

| **STAGE 1 (to be completed by Schools)** | **Dates and times** | **Action by** | **Response/Result ((where appropriate name of person)** |
| --- | --- | --- | --- |
| 1. Are there safeguarding concerns regarding this child?  If yes please give the name of the Officer in Referral and Assessment who is dealing with the case |  |  |  |
| 2. Check if child is subject to a Child Protection Plan or LAC |  |  | Name of Social Worker: |
| 3. Made attempts to contact the family/relatives |  |  |  |
| 4. Checked possible whereabouts with staff & pupils? |  |  |  |
| 5 Checked with other known agencies involved |  |  |  |
| 6. Completed home visit |  |  |  |
| 7. Notified LA CME Officer |  |  |  |
| Any additional notes | | | |
|  | | | |

ONCE STAGE ONE HAS BEEN COMPLETED PLEASE FORWARD ONTO

[onrollgonemissing@bolton.gov.uk](mailto:onrollgonemissing@bolton.gov.uk)

***Please note that this information should be sent securely following the school policy on information security.***

|  |
| --- |
| STAGE 2 :  Further checks will be undertaken by the CME Officer. |

IF, HAVING COMPLETED THE ABOVE CHECKLIST, THE PUPIL’S WHEREABOUTS REMAIN UNKNOWN, THE SCHOOL SHOULD SEND THE COMMON TRANSFER FILE (CTF) TO THE SCHOOL TO SCHOOL WEBSITE AT (www.education.gov.uk/s2s) USING XXXXXXX AS THE DESTINATION.

ONCE THE REASONABLE CHECKS HAVE BEEN COMPLETED THE PUPIL MAY BE REMOVED FROM THE SCHOOL ROLL, WITH THE AGREEMENT OF THE EARLY INTERVENTION TEAM MANAGER OR THE LA CME OFFICER.

THE SCHOOL SHOULD UPDATE THEIR SCHOOL INFORMATION MANAGEMENT SYSTEM (e.g. SIMS) AND RECORD THE PUPIL AS “MISSING” AND COMPLETE THE ONLINE NOTIFICATION FORM ADVISING THE LOCAL AUTHORITY OF THE REMOVAL FROM ROLL.

THE REMOVAL FROM ROLL FORM CAN BE FOUND AT THE FOLLOWING LINK

<http://www.bolton.gov.uk/schoolsadminremove>

RETAIN THIS COMPLETED CHECKLIST AND COPIES OF ALL CORRESPONDENCE FOR FUTURE REFERENCE.