



ADMINISTRATIVE CIRCULAR

03/2006

14th July 2006

'SAFE AND WELL' – NATIONAL CHILD PROTECTION GUIDANCE FOR SCHOOLS AND EDUCATION AUTHORITIES (2)

This circular is the second in a series of circulars issued to schools concerning '*Safe and Well*' – the new national child protection guidance from the Scottish Executive.

This circular highlights key issues for schools and the Education Authority regarding child protection and draws attention to new procedures regarding children missing from education which require implementation at school level. It is therefore essential that Head Teachers make themselves fully aware of the contents of the *Safe and Well* National Child Protection Guidance.

BRUCE ROBERTSON
Director of Education, Culture and Sport

1.0 Children Missing Education (CME)

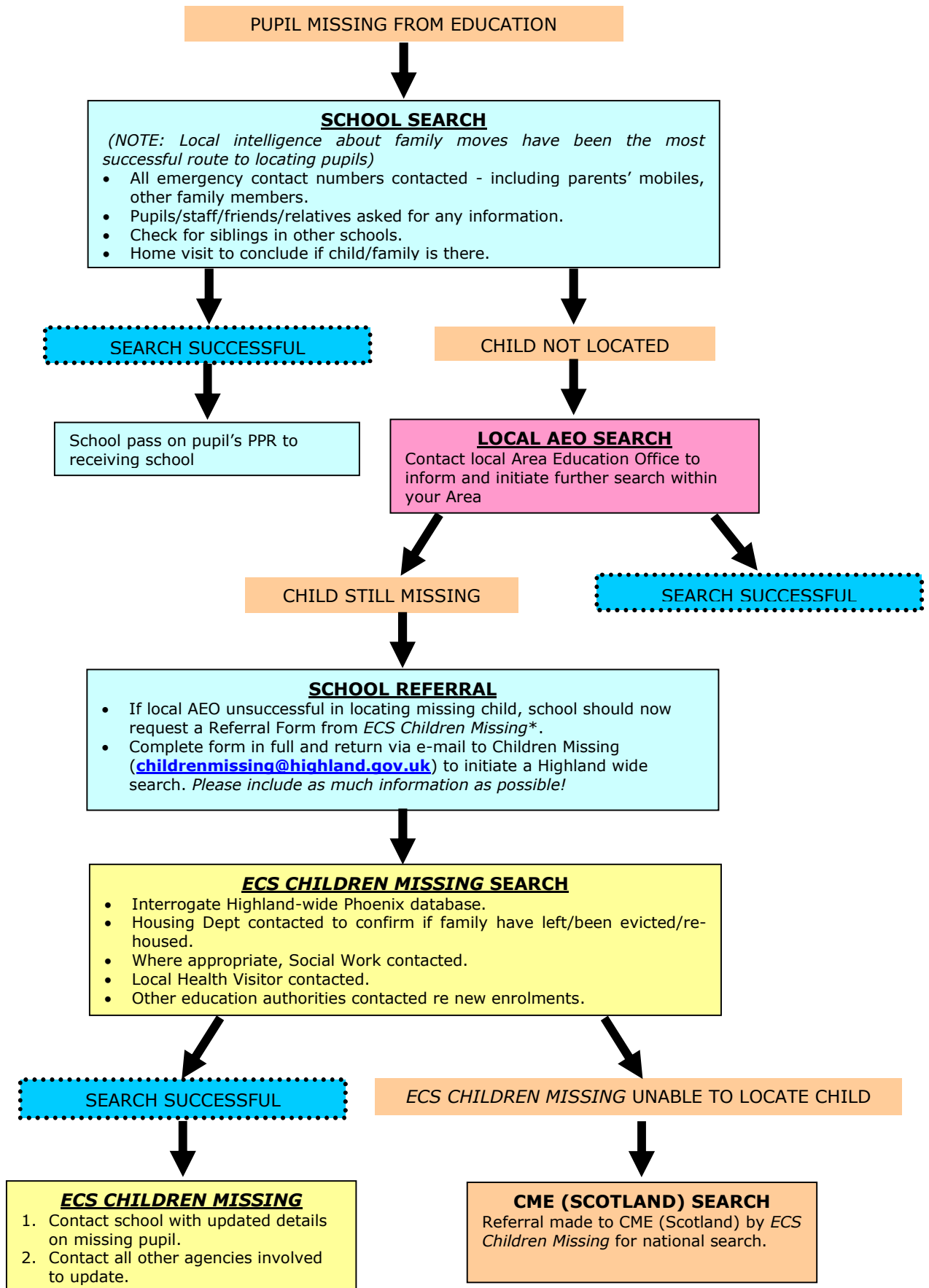
Children missing from education are children and young people of school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a substantial period of time (usually agreed as 3 weeks, or considerably less for children at risk).

2.0 Procedures

The processes detailed in the Highland Council Child Protection Guidelines p100 to p103 (Appendix L attached) for children who are transferring in and out of Highland Schools and/or where there is unexplained absence should continue to be used in conjunction with the new recommendations in the *Safe & Well* guidance.

Where a child is deemed missing the following guidelines should be followed:

CHILDREN MISSING FROM EDUCATION – GUIDELINES FOR SCHOOLS



* Laurence Young, Area Education Manager - Skye & Lochalsh is responsible for ECS Children Missing within the Highland Council area. All enquiries regarding missing school pupils in Highland should be directed to Laurence Young via the generic mailbox Children Missing (childrenmissing@highland.gov.uk). If you have any queries or would like more information please contact Dee Ranicar or Marion MacSween at the AEO, Portree (01478 613697).

3.0 Multi-agency co-ordination

Many searches at Highland level will require the involvement of other agencies as well as the Education, Culture & Sport Service. Searches may include searching through Housing, Health, Social Work databases, and in some instances contacting the Northern Constabulary.

4.0 Highland Council Contacts

The following key staff within ECS are presently involved in CME work.

Local Area searches

Ivy Guyan	Inverness AEO	01463 663813
Marjory Mackenzie	Dingwall AEO	01349 868243
Christine Dodd/Arlene Bain	Wick AEO	01955 607038
Shona Mackenzie	Brora AEO	01408 623907
Vivien Johnstone	Lochaber AEO	01397 707373

Highland-wide searches

Laurence Young	Portree AEO	01478 613697
Dee Ranicar	Portree AEO	
Marion MacSween	Portree AEO	

The Education, Culture & Sport Service has a generic mailbox “Children Missing” (childrenmissing@highland.gov.uk) which is to be used for Highland-wide searches.

Further guidance on Children Missing Education can be found in the Safe & Well Handbook.