OPS Flowchart for Children Missing From Education (CME)

Ian Shanks/Clare
Nicholls/Margot Bland to email
earlyhelp@durham.gov.uk with
subject title of Child Missing
from Education and provide
relevant information.



Information reviewed by Early Help Triage to confirm CME / review against Liquid Logic



Early Help Triage Worker to complete CME form on Liquid Logic and assign to corresponding One Point intray on Liquid logic



One Point Team Manager to assign to One Point Family Centre - Early Help Practitioner to undertake up to 3 home visits within a 2-week period to try to locate child/young person.

Outcome to be discussed with FCTM and school.

Outcome recorded on CME form on liquid logic



If located and still at current address, One Point Service to inform school in order for school to follow up as nonattendance issue. School to make a 'Request for Early Help' if additional needs identified.



If not located - **School** to inform Margot Bland (CME Officer) 03000 265902 **if pupil cannot be located,** by sending a CME notification form to:

missingeducation@durham.gov.uk