School Checklist to Locate Missing/Lost Pupils

Please complete fully and include ‘no response’ where appropriate, as this form will be required if a Child Protection investigation is undertaken

### Name of Child: DOB:

**School:**

|  |  |  |
| --- | --- | --- |
| **School Action** | **Details** | **Outcome including date completed** |
| Telephone calls made to parent/carers | Mobile:Landline: |  |
| Telephone calls to emergency contact numbers | Name & tel number |  |
| Email to parent | Email address: |  |
| Letters sent to last known address |  |  |
| Enquiries made with school which siblings attend | Sibling name & School |  |
| Has the child has moved to another part of the UK and address is known, please contact CME team (0114 2736462)and request ‘safe and well visit’ | Date requested: | Date response received: Outcome: |
| Enquiries made with agencies with known involvement |  |  |
| Home visited completed(Min of 3 non-contact visits to be made). Schools may request this from their local MAST team |  |  |
| Enquiry made with neighbours |  |  |
| Any other enquiries undertaken |  |  |

**All completed checklists need to be accompanied with a ‘Request to Remove Child from School Roll’ and sent to the CME team to enable deregistration to occur**

CME Team, Floor 5, Moorfoot Building, Sheffield City Council