

**Warwickshire County Council**

**Children missing from Early Education (CMEE) Referral Form**

**CONFIDENTIAL**

**Please complete this form when you have followed all of the appropriate steps in the CMEE guidance and you have been unable to make contact with the child and family.**

**If you have concerns that the child may be at risk of harm or significant harm please contact MASH 01926 4144 (01926 886922 Out of Hours) or the Police without further delay.**

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| **Child’s Details** | | | |
| **Last name** |  | | |
| **First name** |  | | |
| **Date of Birth:** | | **Ethnicity:** | **NHS Number if known:** |
| **Last known address** |  | | |
| **Parent/carer name(s) and contact details** | *Include telephone numbers and email address if known* | | |

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| **Other agencies/services involved. Please tick any that apply** | | | | | | | | | | |
| Social Worker | Health Visitor | | MASH | | IDS | Ethnic Minority Traveller Service | | Virtual School | | Early Help |
| **Please tick any that apply** | | | | | | | | | | |
| Child looked after (CLA) | | Child Protection Plan (CP) | | Child in Need (CIN) | | | SEND | | EHCP | |

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| **Referrer Details** | | |
| **Referrer Name** |  | |
| **Role** |  | |
| **Setting/Childminder Name** |  | |
| **Setting/Childminder address** |  | |
| **Setting/Childminder contact details** | *Include phone number and email address* | **Ofsted Registration Number** |

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|  | **Steps completed – refer to CMEE guidance for further information** | **Y/N** |
|  | Checked whether other staff have received a message or have information about the child’s absence |  |
|  | Attempted to contact parents/carers using personal contact numbers |  |
|  | Attempted to contact the parent/carer on their employment or training contact number |  |
|  | Attempted to contact any emergency contact(s) to try to establish the whereabouts of the parents/carer and child. |  |
|  | Checked with school whether the sibling(s) are in school. |  |
|  | School checked with siblings as to where the younger child is |  |
|  | Siblings also absent school has been unable to contact parent/carer or emergency contacts. Risks to children discussed with the DSL or headteacher and agreed further action is needed. |  |
|  | Contacted the Early Years Funding team to check whether the child has been registered at another setting |  |
|  | Hand delivered a card or letter through the family’s letterbox asking them to contact you as soon as possible |  |
|  | No contact made with child or family and notified Warwickshire Early Years Safeguarding Adviser that the child is potentially missing |  |
|  | Concerns remain that the child may be at risk of harm or significant harm and have followed setting’s safeguarding procedures. |  |
|  | Child is a ‘child looked after’ /already known to Children’s Services, and have contacted the named Social Worker or the Mash team to inform them of the child’s absence. |  |

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| **Outline of concerns – please provide any information that is relevant and state what your concerns are for the child** |
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| **Referrer signature** | **Date** |
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**Please email the completed form to earlyyearsadvisors@warwickshire.gov.uk**