



South Tyneside  
Safeguarding Children  
and Adults Partnership

# **Return to School or College (following a missing episode) Conversation Process**

# Points to Note

**Safeguarding is  
Everyone's  
Responsibility.**

The importance and benefit  
of undertaking Return to  
School / College  
Conversations has been  
highlighted as good practice  
in terms of safeguarding  
young people.

It is recommended  
that it be  
embedded into  
school protocols

# The Overview

- Process piloted in 2014
- Gap identified in protection of young people against potential Child Exploitation when they were missing from school.
- Reported missing during the school day
- Haven't arrived at school as expected by parents/ carers.
- An addition to the Return Home Interviews carried out by the Local Authority which are primarily concerned with young people going missing out of school hours

# The Overview

- Tool for ensuring key information is considered and shared with appropriate parties (pastoral staff in school, parents/carers and multi-agency partners).
- Additional measure to ensure that as much information is gathered to ensure there is a holistic picture of that particular child's missing episodes and any associated Child Exploitation risks
- An audit by the STSCAP in March 2018 has highlighted that where the Return to School / College Conversation has been embedded, there is a reduction in the missing from school episodes.

**Designated staff  
responsible for the  
carrying out interviews**

**Reduction in  
missing from  
school episodes  
where process is  
embedded**

**“Pupils seem to  
realise the  
seriousness of  
going missing from  
school”**

**AUDIT  
OUTCOMES  
2018**

**CE Screening Tools  
completed and  
submitted to MSET for  
consideration**

**Appropriate  
referrals made for  
further support**

# The Process

- A young person has not arrived at school as they should have OR they have left school without permission
- On their return to school a conversation takes place with a member of staff that the young person has a good relationship with
- Confidentiality explanation of who the information will be shared with and why
- Purpose of discussion to ensure they are safe and well and to support them with any issues

# The Process

- Complete a Return to School /College form and return to [STSCAP@southtyneside.gov.uk](mailto:STSCAP@southtyneside.gov.uk) within five days of missing incident
- Consider any Exploitation concerns and complete Stage 1 CE Screening Proforma. Send to [STSCAP@southtyneside.gov.uk](mailto:STSCAP@southtyneside.gov.uk) without delay
- Consider the sharing of any relevant intelligence with police using the Intelligence /Information Submission form and send to: [forceintelligence@northumbria.pnn.police.uk](mailto:forceintelligence@northumbria.pnn.police.uk)

• **COPIES OF FORMS TO BE KEPT ON SCHOOL FILES**

# Return Home Interviews (RHIs)

- Takes place when the child has been reported to Police/should have been reported to Police
- Statutory requirement
- Must be offered after EVERY missing episode
- Ideally should take place within 72 hours of return
- Missing Co-Ordinator: Gemma Doherty

Email: [Gemma.Doherty@southtyneside.gov.uk](mailto:Gemma.Doherty@southtyneside.gov.uk)

Tel: 0191 424 6305



# Return Home Interviews (RHIs) and Return to School /College Conversations

## Return Home Interview

- Takes place when the child has been reported to Police/should have been reported to Police
- Statutory requirement
- Must be offered after EVERY missing episode
- Ideally should take place within 72 hours of return

## Return to School Conversation

- Can be used when a child has left school/been reported missing from school/not arrived at school
- Can be used when not reported to Police or in addition to RHI
- Should utilise trusted relationship/appropriate staff member to encourage child to talk

**Where there is a necessity to complete both an RHI and a Return to School conversation, priority should be given to the RHI.**

# The Missing, Slavery, Exploitation and Trafficked (MSET) Framework

Guidance

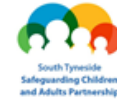
Flowchart

Stage 1 Screening Tool,

Stage 2 Assessment

Stage 3 Safeguarding and Disruption Activity Plan

Stage 4 Review



**Missing, Slavery, Exploitation and Trafficked (MSET) Framework**

**Screening, Assessment, Safeguarding and Disruption, and Review**

Implementation: December 2018

# Stage 1: Screening Tool

Where safeguarding thresholds are met the screening tool should be used to support a referral into the ISIT.

For tracking purposes the STSCAP must be sent all Stage 1 screenings via:  
[STSCAP@southtyneside.gov.uk](mailto:STSCAP@southtyneside.gov.uk)

Appendix 1

Stage 1 Screening Tool

<b>Individual's Name</b>	<b>DOB</b>	<b>AGE</b>
Alias		
Address		
Gender	Sexuality	
Ethnicity	Religion	
Language	Disability	
Nationality	Immigration Status (if applicable)	
NHS Number	Liquid Logic Ref (if applicable)	
Parent/Carer with legal responsibility	Parent/Carer	
Parent/Carer Address	Date of Birth	
Current Social Care Status (if applicable)	Previous Social Care Involvement (if known)	
School		
Practitioner Completing the Screening Organisation	Completion Date	
<b>Exploitation Type</b>	√	
Sexual Exploitation		
Modern Day Slavery		
Criminal Exploitation		
Other		
<b>Vulnerability Indicators</b>	√	
Missing		
Changes to the individual's physical, emotional or behavioural presentation		
Gang Association/Organised Crime		
Concerning associates/relationships with others, particularly those where there are existing CSE/SE and/or Trafficking, offending or vulnerabilities.		
Concerns about the use of social media/internet		
Concerns that the individual's lifestyle exposes them to harm		
Concerns regarding the quality of family/personal relationships		
Concerns regarding the individual's physical/sexual/mental health		
Concerns regarding drug and alcohol use		
Education/Training/Employment attendance and/or punctuality concerns		
Homeless or concerns that accommodation is unsuitable or unstable		
Trafficking		
Concerns regarding financial independence and security		
Sex Work (adults only)		
<b>Individual's Views about exploitation and self-identified strengths/protective factors</b>		

# Stage 1: Screening Tool

- All sections must be completed
- Professional Judgement may be applied to raise/lower the score, for instance where the scoring tool indicates low risk but the professional believes the risk is higher (possibly due to age, learning disability, peer pressure, associates etc)
- All Stage 1 Screening Tools scored as medium or high must proceed to a Stage 2 Assessment in a timely manner

***Note: No child/young person under the age of 13 can be scored as low***

Appendix 1

Stage 1 Screening Tool

Individual's Name	DOB	AGE
Alias		
Address		
Gender	Sexuality	
Ethnicity	Religion	
Language	Disability	
Nationality	Immigration Status (if applicable)	
NHS Number	Liquid Logic Ref (if applicable)	
Parent/Carer with legal responsibility	Parent/Carer Date of Birth	
Parent/Carer Address		
Current Social Care Status (if applicable)	Previous Social Care Involvement (if known)	
School		
Practitioner Completing the Screening Organisation	Completion Date	
<b>Exploitation Type</b>		✓
Sexual Exploitation		
Modern Day Slavery		
Criminal Exploitation		
Other		
<b>Vulnerability Indicators</b>		✓
Missing		
Changes to the individual's physical, emotional or behavioural presentation		
Gang Association/Organised Crime		
Concerning associates/relationships with others, particularly those where there are existing CSE/SE and/or Trafficking, offending or vulnerabilities		
Concerns about the use of social media/Internet		
Concerns that the individual's lifestyle exposes them to harm		
Concerns regarding the quality of family/personal relationships		
Concerns regarding the individual's physical/sexual/mental health		
Concerns regarding drug and alcohol use		
Education/Training/Employment attendance and/or punctuality concerns		
Homeless or concerns that accommodation is unsuitable or unstable		
Trafficking		
Concerns regarding financial independence and security		
Sex Work (adults only)		
<b>Individual's Views about exploitation and self-identified strengths/protective factors</b>		

# Further Training

**E Learning**

**STSCAP Multi-Agency Training Programme**

**MSET Roadshow**

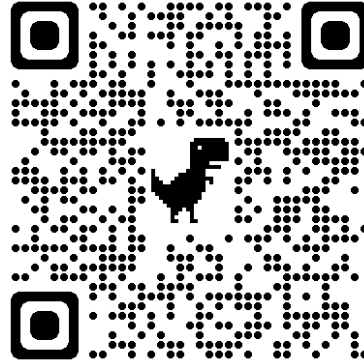
**MSET Paperwork**

**Knife and Weapon Crime Protocol**

**Learning from National Reviews**

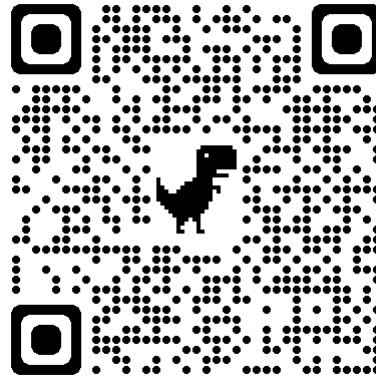


Resources



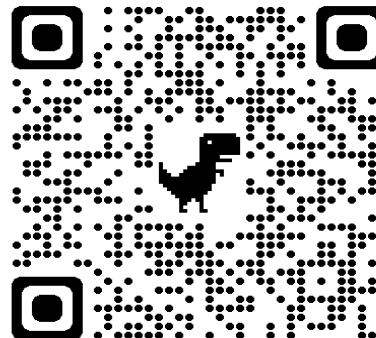
## STSCAP Policies and Procedures

<https://www.proceduresonline.com/nesubregion/>



## MSET Framework

<https://www.southtyneside.gov.uk/article/35872/Information-for-professionals>



## National Working Group

<https://nwgnetwork.org/>

# Questions And Next Steps

- Be aware of and familiar with the process
- Attend multi-agency training to keep up to date with current themes and trends
- Always consider links with Exploitation and Operation Endeavour
- Share information where appropriate
- Contact STSCAP 0191 4246512 or email [STSCAP@southtyneside.gov.uk](mailto:STSCAP@southtyneside.gov.uk) if you need further advice or guidance





# **Sex offender caught with drunk schoolgirl on his bed after promising her gifts over Facebook**



South Shields Gazette : 24<sup>th</sup> July 2017

