

London Borough of Hillingdon

Stronger Families Portal

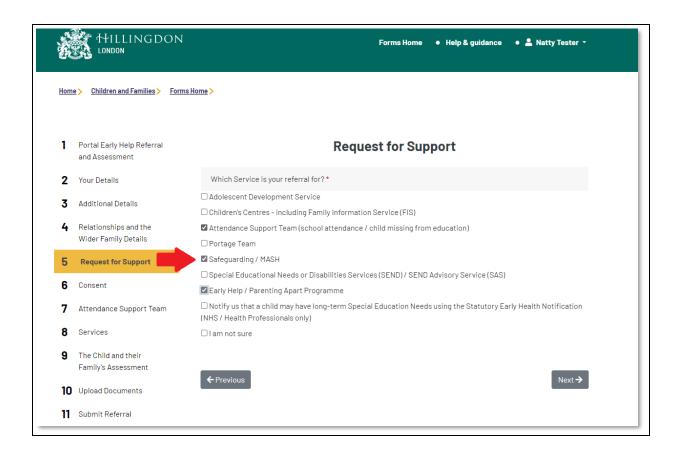


Version No	Revision Date	Portal Version	Created By	Version Information
1.0	24/07/2023	Portal V5.0		Amendments to Services selectable. Insertion of additional CME questions

For anyone making a Referral via the Stronger Families Portal to the London Borough of Hillingdon, some alterations have been made to improve the information capture at the point of referral. These are details below.

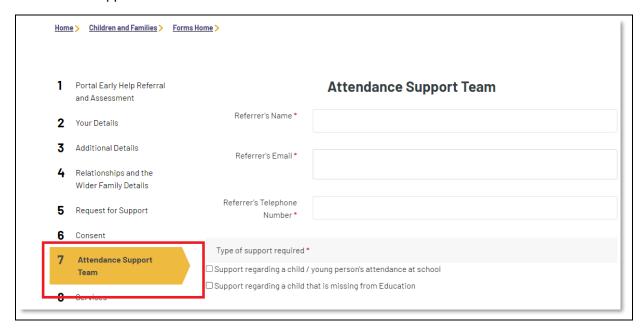
1. Facility to select Multiple Services when making a referral

The ability to select Multiple Services has been re-enabled, where appropriate this will open a sub section of the form in relation to that service to provide further information.



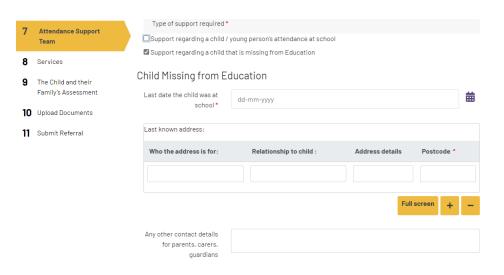
2. Participation Team – Updated to Attendance Support team

When selecting request for Service, a name update has been made to reflect that Participation team is now known as Attendance Support team. The related sub section has also been updated to read "Attendance Support Team".



3. Additional Questions with Attendance Support Section relating to CME (Child Missing Education)

A number of additional questions have been added within this section, a red star next to the question denotes those that are mandatory.



Checklist for Schools

Referrals to the CME officer for investigations into children missing education will only be accepted if the following checks have been undertaken by the school:

	Oles	with parents/carers/family members of any other emergency contacts either in writing or by phone?*
○ No	○Yes	Has the school checked possible whereabouts with staff and pupils, including anyone who may be in touch via social media/mobile phone? Is there are soft information (other students say family is on holiday)*
○No	○Yes	Are there any other safeguarding issues? *
○No	○Yes	Has a home visit been undertaken?*
○No	○Yes	Has the family made any request for

request for holiday/emergency leave? *	0 103	0110								
Has the child/family been missing for 10 days or more? *	O Yes	○No								
What was the attendance prior to child going missing * Please record as a numeric %										
Have the parents identified a new school/move to a new area?*	○Yes	○No								
/LA before making a referral to CME Children should NOT be off i	rolled unti	I the CME	officer has n	nade enquir	ries and ap	oproved th	e off roll.			