**MISSING:**

**‘Anyone whose whereabouts cannot be established will be considered missing until located, and their well-being or otherwise confirmed’.**

*\*ABSENT will not now be separately defined. All reports of missing people sit within a continuum of risk from ‘no apparent risk (absent’ through to high risk cases that require immediate, intensive action.*

*(2016 College of Policing)*

If the allocated Social Worker finds out the child is missing before Police ( i.e. where the parent or carer has not reported the child as missing) the social worker must report the child missing to Police by calling 101. In this instance the SW should send an email to BFFD with the details of the missing episode.

**Child Missing From Home**

(Any child under 18 years)

Police missing report received (Merlin/PAC) by Children’s Social Care

MFH Non-allocated cases:

* MASH BSO’s enters missing contact on Mosaic and tasks the episode to Brent Family Front Door Management and the Missing Persons Co-ordinator **(MPC).**
* MASH Manager (**MM)** reviews MISPER merlin and decides if MASH checks are required.
* Missing persons co-ordinator creates a missing/absent child record. enters date the young person went missing and when the young person has returned*(but does not finalise episode).*

MFH Allocated cases:

* MASH BSO’s enters missing contact on Mosaic to the allocated Team and tasks the Missing/Absent Child Record episode to the missing persons co-ordinator.
* The MPC enters date the young person went missing and when the young person has returned (If relevant)
* The MPC assigns the Return to Home Interview to the relevant Team.

**Returned Green or Amber RAG**

**Returned RED RAG and/or still Missing**

Social Worker to ensure all relevant professionals involved are aware of missing episode, including CPA’s, Health, Education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The SW team is responsible for ensuring the following safeguarding process for every allocated missing child:** | | **Cases:** | **Frequency:** | **Recording:** |
| **Missing**  **risk assessment** | All open cases where a young person has gone missing should have an up to date missing risk assessment. | All open cases where a young person has been reported missing. | To be reviewed and updated as risk changes or 6 monthly if risk reduces. | Missing Risk assessment are recorded on Mosaic and shared with Police, Parents/Those with PR. |
| **Missing Strategy Meeting & Integrated Risk Management meeting.** | 1. Where there is suspected risk of harm to a child, the allocated social worker and police must hold a Strategy discussion immediately and agree the actions for locating the child. 2. A Missing Strategy Meeting/Strategy discussion is to be held with police, social care, care providers, and any other parties involved within 72hrs, if the child remains missing. 3. Missing Review Strategy Meetings to be held until young person has been found.   M**issing children are reviewed daily at the10:00 a.m. Integrated Risk Management meeting. Allocated SW and TM’s will attend as necessary.** | Meetings need to be held as and when the child goes missing - OR -for children that go missing on a regular basis on-going review meetings can be held. | If young person is missing a Strategy Discussion/Strategy Meeting to be held within 72hrs.  Still Missing at 7 days,a further strategy meeting to take place (use IRM)  Review strategy meetings fortnightly for 6 weeks if still missing- follow escalation process in protocol. | Missing  Strategy form in the main case file  Ensure Managers are aware of missing episode, for Heads of Services and Operational Director to be notified within 72hrs and if the child remains missing at 7 days. Case to be reviewed at the vulnerable Adolescents Panel.  Ensure this is reflected on the Child’s case file. |
| **Safety Plans** | Safety Plan to be completed with young person once they return and to record actions to be taken by young person and professionals to keep young person safe. | All open cases where a young person has been reported missing.  Safety Plan to identify a named person that the young person has said that they would be happy to talk for a Return Interview. | To be reviewed and updated as risk changes or 6 monthly if risk reduces. | Safety Plan on Mosaic under templates. |

**If young person is missing for more than 3 days a written briefing outlining missing details, risks and plan of action is to be sent to Head of Service for oversight and shared with Operational Director.**

* Case transfers to Children’s Social Care and passed to Duty SW if young persons is still missing.

1. No issues reported - IRHI is uploaded and Family Solutions worker finalises the Missing episode. IRHI to be shared with the police where appropriate.

2. If safeguarding concerns reported Family Solutions worker uploads IRHI, finalises missing episode and case is escalated to Children’s Social Care. (Step Up Contact Form which is tasked to BFFD for evaluation).

3. If support services needed then IRHI is uploaded and missing episode is finalised and referral made to the relevant service in Early Help.

* MPC creates a missing/absent child record
* MPC  ‘*Reassigns episode task’* to Family Solutions Team for an Independent Return Home Interview(IRHI) to be offered.
* IRHI to be offered within 72 hours of young person’s return and carried out as soon as practical thereafter.
* Police carry out ‘Safe and Well’ check when young person returns.

If Young Person declines an IRHI then it is recorded as offered but not accepted.

Young Person, Parents and Carers to be provided with information on Missing Person Helpline numbers and support services.

**Outcomes to IRHI:**

**Child Returns / is Found**

\*The Social Worker informs the professional network that the young person has been found.

\*IRHI to be recorded on a Independent Return Home Interview template (under Missing people ‘Documents).

All relevant details from the IRHI to be discussed with the team manager and the police.Next steps taken may include safeguarding through S47 where appropriate and ensuring that any risks indentified are considered in the child’s over-arching plan and to develop a Safety Plan.

**Allocated worker/Duty social worker must make contact with the child, show care and concern, establish the welfare of the child and offer an IRHI within 72hrs of the chid’s return.**

**The child is to be offered the options of an IRHI to be conducted by the Duty social worker, Children’s Rights Officer, or a trusted adult including the allocated social worker, Mentor, Youth Officer Teacher etc.**

If Young Person declines IRHI then this is to be recorded as offered but not accepted.

Young Person, Parents and Carers to be provided with information on Missing Person Helpline numbers and support services.

**Independent Return Home Interview Process**

**Young person not known or open to CYP – Family Solutions Team within Early Help**

* Family Solutions worker to make contact with the family to ascertain if the young person has returned.
* Family Solutions Worker must show care and concern for the young person’s well-being.
* Family Solutions Worker to offer an Independent Return Home Interview (IRHI) within 72 hours of the child being found. Best practice would be for the IRHI to take place within 72 hours.
* If IRHI has been accepted, this will be recorded by the Family Solutions Worker on Mosaic within 5 days of the young person’s return or as soon as practicable.
* If IRHI is completed and safeguarding concerns reported, Family Solutions Worker to proceed with appropriate referrals to Brent Family Front Door for further assessment of need.
* If no further concerns have been identified at an IRHI, then the Family Solutions Worker finalises the missing episode, records NFA, informs the Police and close the case after consultation with their manager.
* If an IRHI has been refused, then this needs to be recorded as offered but not accepted.
* Young person, parents and carers to be provided with information on Missing Person Helpline numbers and support services.

**Child Open to CYP - Allocated Team**

* Allocated/Duty Social Worker to make contact with family/carer/residential home to ascertain if the child has returned.
* **Allocated/Duty Social Worker must show care and concern for the child’s well-being and establish if the child is safe and well.**
* Allocated/Duty Social Worker to offer an Independent Return Home Interview (IRHI) within 72 hours of the child being found. Best practice would be for the IRHI to take place within 72 hours.
* The child to be offered the options of the IRHI being conducted by the Allocated Social Worker, Duty Social worker Children’s Rights Officer; or another trusted adult including Mentor, YOS officer or teacher.
* If the IRHI has been accepted and child wishes this to be undertaken by the allocated social worker, non-allocated SW or trusted adult (mentor, YOS officer, teacher), IRHI template to be completed and recorded on Mosaic using the IRHI workflow within 5 days of the young person’s return.
* If the IRHI has been accepted and the child wishes this to be undertaken by the Children’s Rights Officer, the allocated team to notify the officer accordingly and IRHI to be completed and recorded on Mosaic using the IRHI workflow within 5 days of the child’s return.
* All relevant details from the IRHI to be discussed with the Team Manager and the Police and appropriate next steps taken including safeguarding through S47 where appropriate and ensure that any risks identified are considered in the child’s over-arching plan and to develop a Safety Plan.
* If the IRHI has been refused then this to be recorded as offered but not accepted.
* Young person, parents and carers to be provided with information on Missing Person Helpline numbers and support services.

OR