Timeline Guide for when Children Go Missing v4 (Jan19)

**If child has been missing for 24 Hrs:**

* **Social worker** to inform Practice Manager, IRO if the child is looked after, CP chair if on a CP plan, and MEOG (via csehub) if child is looked after and placed outside of West Sussex. Missing Children Team responsible for RHI’s to confirm escalation has happened in case of Social worker absence
* **Practice Manager** to take lead role of coordinating immed iate safety plan with Missing Police Team
* **Practice Manager** to inform Group Manager and if particularly high levels of risk indicating a significant level of harm or reputational risk then Group Manager to inform Service Leader who should complete ‘Need to Know’ document to Head of Service.
* **Practice Manager:** to arrange and Chair Strategy Meeting with Missing Police Team as soon as practicable to agree further action that is required to locate and see the child, and plan for when child is found.
* If high level of complexity or risk **Group Manager** should chair Strategy Meeting

Case note Summary including plan to be added to mosaic by Practice Manager

**1 Police** complete Safe and Well Check

**2 Missing Child Team complete** Independent Return Home Interview - contact to be made within 72 hours

**3 Social Worker** creates plan of support for child and family

Case note Summary to be added to mosaic by Group Manager

**If a child has been missing for more than 24 hours, and within 72 hours:**

* **Group Manager**: to inform the Service Leader using the ‘Need to Know’ template with the summary of missing circumstances, background, identified vulnerabilities, length of this missing episode and missing history, actions agreed at strategy meeting with dates, risk assessment and plan for when child is located.
* **Service Leader**: to inform Head of Social Care and gain permission for media release and consult parents about any decision to publish information
* **Head of Social Care**: to review Need to Know document, seek assurance regarding any actions if required and advise DCS if necessary.

**Contact the Missing Police team**

**Social Worker** to provide police with as much information as possible for the search

**Social Worker** to inform Missing Children Team if child is looked after and placed out of county

Case note Summary to be added to mosaic by Group Manager

**If a child has been missing for more than 72 hours, and within 7 days:**

* **Group Manager**: to chair 2nd Strategy Meeting to review vulnerabilities and risk assessment, actions taken and outcomes of those actions, and ensure that all possible steps are being taken to locate and return the child; Agree steps to be taken when child is found, for those subject to CP liaise with CPA (consider review child Protection Conference) and liaise with IRO for CLA.
* **Group Manager** to update Service Lead and review media actions taken and seek consent of Head of Children’s Social care if required.
* **Service Leader**: to provide summary of missing circumstances (updating Need to Know document) and actions being taken for Head of Social care.
* **Head of Children’s Social Care**: To send Need to Know document to DCS who will advise Chief Executive and cabinet members if required.

**Missing Children Team** Complete Missing Step (episode) CYP051 for each time child goes missing

**Missing Children Team** (MCT) will Start

Missing Step (episode) CYP051

**Child Remains Missing for a longer period of time:**

* Group Manager will formally review all cases each week until child is found.
* Head of Service and Director of Children’s Services should formally review plan at monthly intervals – case must always remain open