**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 Social Worker or any professional involved finds out the child is missing they must report the child missing to Police by completing the online missing form found on <https://www.met.police.uk/partner-services>.

In this instance it is the SW’s responsibility to start the missing episode on LCS.

**Returned Green RAG**

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

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

**If young person is missing for more than 5 days a written briefing outlining missing details, risks and plan of action is to be sent to Head of Service for approval and shared with Director of Children’s Service.**

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

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

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| --- | --- | --- | --- |
| **The SW team is responsible for ensuring the following safeguarding process for every allocated missing child:** | **Cases:** | **Frequency:** | **Recording:** |
| **Grab Pack** | All open cases where a young person has gone missing should have an up to date grab pack. | All open cases where a young person has been reported missing.  | Reviewed every 6 months or as risk changes. | Grab Pack on LCS and shared with Police, Parents, Carers and Placement.  |
| **Missing Strategy Meeting** | 1. An earlier Strategy Discussion to be held with the police.
2. For complex and high risk cases a strategy meeting with police and muilti-agency professionals should be convened.
3. If the young person is found it is not a requirement for the strategy meeting to go ahead, however a follow up meeting should be held to consider and manage the risks.
 | 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 missing Strategy Meeting is to be held within 7 days.Review Strategy Meeting to be held every 2 weeks thereafter until young person has been found.  | Missing Strategy form in the main case fileEnsure Managers are aware of missing episode for Heads of Services, Director and Chief Exec. to be notified if needed. |
| **Risk Assessment** | All open cases should have an up-to-date risk assessment clearly recorded on file. | All open cases | Every 6 months or as risk changes. | Risk Assessment is outlined with CIN or CP Assessments.  |
| **Safety Plan** | Safety Plan to be completed with young person once they return 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 every 6 months or as risk changes. | Safety Plan on LCS under templates. |

**3 Outcomes to RI:**

MFH Allocated cases:

* BSO enters missing contact and finalises before sending to allocated social worker on LCS.
* Allocated social worker to create missing episode on LCS.

**Child Missing**

(Any child under 18 years)

MFH Non-allocated cases:

* BSO enters missing contact on LCS and gives provisional ‘AMBER’ rating and missing episode is opened. BSO enters date if young person has been found. *(but does not finalise episode).*
* MASH Manager reviews ‘RAG rating’ and decides if MASH checks are needed.
* Screening SW’s to check if young person has returned.

-If Young Person refuses RI then it is recorded as offered but not accepted.

-If young person has repeat missing episode and/or the screening of missing episode raises concerns then TYS worker to conduct a home visit to the family.

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

* MASH / Front Door BSO to send letter offering RI at point of contact.
* SSW/ MM to ‘*Reassign episode task’* to ‘TYS Tray’ (LCS) for Return home Interview to be offered. ‘
* TYS to telephone family and ensure Return Interview (RI) is 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.

**Child Returns / is Found**

\*RI to be recorded on a Return Interview Template (under Missing Episode ‘Documents).

**RI to be shared with police via** **TX-MisperUnit@met.police.uk** **and Exploitation and Vulnerabilities Co-ordinator.**

\*Missing Episode on LCS is finalised once all information relating to the missing episode is recorded.

-Young Person and Carers to be provided with information on Missing Person Helpline numbers and support services

**\* Return Interview (RI) to be offered by someone independent and who the child trusts i.e.- a social worker (not child’s social worker), teacher, YOT/ Youth Worker, health within 72 hours of young person’s return and carried out as soon as practical thereafter. *(Please note: 1. the ‘Police Prevention Interview’ is not a RI and 2. The RI cannot be offered by placement where child resides).***

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

1. No issues reported -Return Interview is uploaded and TYS worker finalises Missing episode. RI to be shared with the police and Exploitation and Vulnerabilities Co-Ordinator.

2. If safeguarding concerns reported TYS worker uploads RI, finalises missing episode and case is escalated to Children’s Social Care. (Inter-Agency Referral).

3. If support services needed then RI is uploaded and missing episode is finalised and referral made to Access to Resource Panel.

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

- The allocated social worker will then follow up to try and obtain details about the missing episode.