

LCS / Missing Persons User Guide

Liquidlogic Children's Systems (LCS)

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Date: 08.03.2016

Missing Persons User Guide DOCUMENT HISTORY

DATE	PRODUCED BY	DOCUMENT VERSION	COMMENTS
08/03/2016	STEPHEN ALLWRIGHT	1.0	
21/03/2016	STEPHEN ALLWRIGHT	1.1	Adding Re-assign Episode
21/03/2016	STEPHEN ALLWRIGHT	1.2	ADDITIONAL NOTES
09/06/2016	STEPHEN ALLWRIGHT	1.3	INCLUSION OF OOH'S PROCESS
08/08/2016	STEPHEN ALLWRIGHT	1.4	INCLUSION OF MULTI AGENCY MISSING MEETINGS & REVIEW MULTI AGENCY MISSING MEETING FORMS
05/12/2016	STEPHEN ALLWRIGHT	1.5	Amendment of Local authority Instructions
29/03/2018	Stuart O'Connor	1.6	AMENDMENT OF MISSING PERSON EPISODE START DATE AND TIME, CLOSE DATE AND TIME AND ADDITION OF SECTION 3.1
24/04/2019	STUART O'CONNOR	1.7	ADDED FLOW MAP AS REQUESTED BY SERVICE DESK
19/06/2019	STUART O'CONNOR	1.8	ADDED NATIONAL MISPER RECORDING FOR CP ADMIN
28.02.2022	SADIE WEBB	1.9	REDESIGN

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1. Course Overview

This guide has been specifically designed for Social Care staff within the Children & Young People Service who are required to record and update when a Child/Young Person is Missing.

By the end of this course you will be able to:

- Initiate a Missing Person Record
- Fill out the Missing Person Record
 - Notify Users of the Missing Person
 - Add a sibling into the Missing Person Record
 - Create the Missing person Record
 - Update and Re-Assign the Missing Person Record
 - Add a Case Note to the Missing Person Record
- Close a Missing Person Record
- Finalise the Missing Person Record
- Create a Multi-Agency Missing Meeting
- Create a Review Multi Agency Missing Meeting

V.1.9

2. Adding a Missing Person

- Click on the "Additional" tab in Basic Demographics
- Click the "Add Missing Person Record Link"

Child: James Exa CLA CIN MISP R	ample 16 years (Ref: 55625	51)	Basic Demogra	phics	•	× 🗗
▲ <u>P</u> ersonal	Disability						٢
<u>P</u> ersonal	Is Disable	ed?	-17				
<u>A</u> dditional	L Is on a D	ISADIIITY REGI	ster?				
Identity	Disabilitia	_					
Photos	 Disabilitie 	5					
Risks	No Disabilities F	lecorded					
Parental Factors	 Add a Disabili 	cy.					
Relationships							
Involvements	 Categories 	s of Need					
Case Status	Started On	Ended On	Category	of Need			
CP	05-Mar-2014	-	N1 ABUSE	NEGLECT			
CLA							
Adoption	Legal Stat	uses					
<u>H</u> istory	Started On	Legal Statu	s	Expiry Dat	e Actual End	d Date (Court
<u>C</u> hronology	13-Apr-2014	C2 FULL CA	RE ORDER				
Forms	Add Legal Sta	tus					
Case Notes							
Audit	Missing P	erson reco	ords				
▶ <u>H</u> ealth	Started	End	ed	Missing	Status		
Education	03-Mar-2016	13:41 03-M	lar-2016 13:	42 Missing			
	Add Missing F	erson Recor	d				

• Or Click the "Personal" tab and then click "Add Missing Person Record"

★ Important Information				
There are no specific alerts at this time.				
Add Missing Person Record				

• The Add Missing Persons Record link will not be available if a child is already recorded as missing. Once a child has been recorded as found the link will appear

2.1. Completing the Missing Person Episode

• You will then need to fill out the Missing Person Details. Any question in red is mandatory. Below is a breakdown of each area that can be filled out.

Missing Details	
Missing Status	•
Episode Start Date	04-Mar-2016 11:30
	□ Is this an approximate Start Date and time?
Local Authority	Buckinghamshire County Council (21899)
Additonal Information	

• The Missing Status will need to be input, when clicking into the drop down box you will be given four options Absent from Home, Absent from Placement, Missing from Home, Missing from Placement.

The Definitions of missing and absent are as follows:

- The Term Missing relates to anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves
- The Term Absent relates to: a person not at a place where they are expected or required to be but whose location is known
- When a child is Placed at Home (Under the Placement with Parent Regulations) the Missing Status must be **Missing or Absent from Placement**
- Then enter the Episode Start Date, this is the date and time the child left his or her normal placement or the date the child was last seen by a responsible adult (whichever is the latest). For this purpose, a responsible adult is either the child's carer, or a professional directly associated with the child's welfare or education (e.g. a doctor, school teacher or social worker).
- Local Authority You should select the Local authority that is responsible for the child.
- Buckinghamshire County Council will appear in the LA field when starting the episode and should only be changed if the missing person is from another LA

- You will then be able to enter the Location the child/young person has gone Missing From.
- You can select Home, Placement or School
- You may also enter any additional Information about where the child/young person has gone missing from
- N.B. The Location when gone missing box is currently not in use so does not need to be filled out

Missing Person I	ocation
Location missing from	
Location when gone missing Additonal Information	

• Then you enter information regarding who can be contacted in regards to the missing person

What to do and who to contact				
Instructions				

- Under the Risks Section you should input any information about Risk Factors and also information in regards to the Risk Assessment.
- Use Risk Factors to explain why the Risks are not known and also to add any additional information about the risks
- If the missing person is at risk of a particular type of risk you can select the level of risk that it poses to the person. By clicking into the drop down box next to the Type of Risk you can select if the risk is Known or Potential

Risks	
Risk Factor (contact with person/s posing risk)	
Risk Assessment Completed	
Type of Risk: Being physically hurt or harmed by others	
Type of Risk: Being physically hurt or harmed by self	Known Potential
Type of Risk: Drug use	×
Type of Risk: Gang connections	~
Type of Risk: Insufficient self-care skills	~
Type of Risk: Involved in criminal activities	~
Type of Risk: Mental health issues	~
Type of Risk: Need for essential medication/medical intervention	~
Type of Risk: Radicalisation	~
Type of Risk: Returning to their home where there is a known risk	~
Type of Risk: Risk of being abducted	~
Type of Risk: Risk of sexual abuse by others	~
Type of Risk: Risk of sexual abuse to others	~
Type of Risk: Risk of sexual exploitation	~

The Definitions of Known and Potential are as follows:

- Known means a risk that is actually happening
- Potential means that the child/young person is at risk

2.2. Notifying Users

• It is possible to notify users on LCS when they have gone missing.

Notify Role(s)	
Case Worker (Stephen Allwright, ICS Support Officer)	
Case Worker's Supervisor (Bea Campbell, ICS Trainer)	
Notify User(s)	
Select another user to be notified	

- As a default the Social Worker is automatically notified. The Social Worker Manager should then also be ticked by clicking the box next to their name as highlighted in the image above.
- If the child has an IRO or CP Chair, these will also be automatically notified
- If you need to notify another user you can click the link **Select another** user to be notified
- This will then take you to the address book where you can search for the necessary person

2.3. Adding Siblings

- If there are siblings or other family members who have gone Missing at the same time they can be selected and a Missing Record will be created on the them at the same time
- As long as the sibling is in the relationships they will appear under the Siblings heading. To select a sibling click the box next to their name and a tick will appear as shown in the image below.



 Records created for relatives are distinct records and can be edited separately and/or jointly later on

2.4. Creating the Missing Record



- Once all the necessary information has been input you can click Create as highlighted above
- You will then have the below task in your tray



 When the Missing Record has been created an MISP flag will show under the child's name as shown below



 If a Local Authority other than Bucks is chosen a MISPE flag will be displayed under the child's name



2.5. Updating the Missing Record

- Once a Missing Person Record has been created or when they have been found there is the ability to go back in and Update any information
- Click the MISP flag under the child's names or click the "Additional" tab in the Basic Demographics

Child: James Example 16 years (Ref. 556251)	Child: James E: CLA CIN MSP R	cample 16 years (Ref: 556251)) 🐣 🔁
	▲ <u>P</u> ersonal	• Disability	٢
	Personal Additional	 Is Disabled? Is on a Disability Register? 	
	Identity Photos	Disabilities	
	Risks Parental Factors	No Disabilities Recorded Add a Disability	
	Relationships Involvements	Categories of Need	
	Case Status	Started On Ended On Category of Need	
	CP CLA	05-Mar-2014 - N1 ABUSE NEGLECT	
	Adoption	Legal Statuses	
	History	Started On Legal Status Expiry Date Actual End Da	ate Court
	<u>C</u> hronology	13-Apr-2014 C2 FULL CARE ORDER	
	Eorms	► Add Legal Status	
	Case Notes		

• Scroll down to Missing Person Records at the bottom of the screen and click on the relevant Missing Record.

Missing Person records								
Started	Ended	Missing Status						
04-Mar-2016 11:30	05-Mar-2016 11:00	Missing from Placement						
03-Mar-2016 13:41 03-Mar-2016 13:42 Missing								
Add Missing Person	Add Missing Person Record							

 Once in the Missing Person Record scroll to the bottom to Actions and click "Update Missing Person Record"



- This will then enable you to Update any relevant information within the Missing Person Record
- If when Updating the Missing Person Record information needs to be copied to a sibling, click the box next to their name and a tick will appear as shown in the image below



2.6. Reassigning the Missing Record

- UC's and CARO's will need to reassign the Missing Record to the Allocated Social Worker.
- To do this complete the first 3 points from Section 2.5
- Once in the Missing Person Record scroll to the bottom to Actions and click "Re-Assign Episode Task"



• Then click OK on the box pop up



- You will then be taken into the Address Book and be able to search for the person that needs to be assigned the task
- Once you have found the correct person click on their name from the results and then click the "Confirm" button

2	Re-Assign Episode Task	Previous	Book <u>m</u> ark	<u>C</u> onfirm	Cancel	

2.7. Adding a Missing Person Case Note

- When in a Missing Person Record you are able to add a Case Note onto the Record.
- Once in the Missing Person Record click on the "Case Note" tab on the left hand side and then click "Add Case Note"

Child: James E	Example 16 years (Ref. 556251) 🚨 📑 🕰 📑
<u>E</u> pisode	• Episode Summary
<u>P</u> orms Documents	Episode Summary No episode summary has been recorded
Case Notes	No Missing Person Case Notes found Add case note

- You are also able to update the Episode Summary by clicking on "Update Episode Summary".
- Any Case note that is added in the Missing Person Record will copy across onto the Case Notes in the Basic Demographics

2.8. National Missing Person Record Creation

- Search for the child/ren or adults name on LCS If name not found, please create record, this needs to include, first name, surname, date of birth and gender. For the address – search A000 00A which will then bring up "address unknown" please use this.
- Once record created, please then click onto "risks" which is located on the left hand side of the page, then click onto "Add a Hazard".

quidlogic LCS	
Create Cancel - Create New Hazard	
New LCS Hazard	
Relating To: Child:	
Hazard Dates	
Date Hazard Started	
Review Date	
Hazard Details	
Hazard Type	•
Hazard Details	~
	~

 Please use the date the missing person notification was received as the "Date Hazard Started" and also use this as the "Review Date". Use the drop down menu next to "Hazard Type" and use "OLA MISSING PERSON" and then copy and paste the information from the email/document you have received from the sender. At the top of the page, please click "Create"

3. Closing a Missing Person Record

• Click the task in your tray Missing Person Episode – Please review episode details, as below.



• You will then be taken to the screen below and click the link Update Missing Person Record



- Click the Found tab
- Enter the Episode End Date and time
- Click the drop down box next to End Reason and pick from the following:
 - 1. Returned by self
 - 2. Returned by police or other agency
 - 3. Found by Social Care
 - 4. Found by school
 - 5. Found by family/carers
 - 6. Found by other
 - 7. Deceased
- · You are also able enter Additional information and any Outcomes

Update Cancel - Update: N	Vissing Person: James Example , Missing from 04-Mar-2016 11:30
Missing Found Epise End Addi	ound Details Dete End Date Is this an approximate End Date and time? Reason Tonal Information
Outc	iomes
Retu Com Addi	teturn Interview Return Re

- Click Update as highlighted below
- The date entered as the Missing Episode End Date needs to be the date that the child was found (where whereabouts are known) or the date that the child returned to his/her normal placement (where whereabouts are known).

Child: James I	Example 16 years (Ref: {	556251) 🚨 🗟 🐣 🔁 🚺 🛛 🧧
Update Cancel - U	Ipdate: Missing Person: Jam	es Example , Missing from 04-Mar-2016 11:30
Missing	• Found Details	
<u>F</u> ound	Episode End Date	05-Mar-2016 11:00
		□ Is this an approximate End Date and time?
	End Reason	Returned by police or other agencies
	Additional Information	James found at Aunts house
	Outcomes	Police have spoken to carers/social care will follow up with James

 Once the Update button has been clicked the MISP flag will be crossed out



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3.1. Return Interview

The reportable Return Interview questions are recorded within the episode (see example below) and the document itself is saved in the child's Content Server record:

Return interview offered?	Yes
Return interview accepted?	Yes
Date Return Interview Completed	16-Mar-2018
Return Interview Completed By	Stephen Ball
Additional Information	RI saved to livelink 02

For cases where the allocated case worker holds the missing episode in their tray, they will receive a notification when the CARO records the RI advising them that the episode has been updated (see example below)

Alent Deta	1115
Date Issued	27-Mar-2018 09:34
Assigned	Nicolette Haytack
Subject	Missing Person
Description	The Missing Person Episode of 15-Mar-2018 has been updated by Mr Carl Richardso
Missing Per	rson: Missing from 15-Mar-2018 08:00 to 15-Mar-2018 21:49

We have also introduced a new alert for when a missing child has been recorded as 'Found' which goes to the Allocated Case Worker and the Missing Tray, plus the CP Chair and IRO if the child has one, see example:

17 yrs

CHILD FOUND - A child who was previously missing has been recorded as Found

4. Finalising a Missing Record

• Click the task in your tray Missing Person Episode – Please review episode details, as below

Last Week		Person	Task Description
04-Mar-2016	CLA CH MISP	Example, James 16 yrs	Missing Person Episode - Please review episode details

• On the next screen click the link Finalise Missing Person Record



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- A Missing Person Record cannot be finalised unless the child has been found.
- Once the child has been set as found this information will pull through to the finalise screen.
- Check that all the information is correct and then click the Update button

Child: James E	tample 16 years (Ref: 556251) 🗕 📮 🗕		▶ 🗵	💄 Upda
Update Cancel - Fin	alise Missing Person Episode			
Update Missing Pers	on: James Example , Missing from 04-Mar-201	16 11:30 to	o 05-Mar-20	016 11:00
Missing Details				
Missing Status Episode Start Date Local Authority	Missing from Placement 04-Mar-2016 11:30 Buckinghamshire County Council (21899)			
Found Details				
Episode End Date	05-Mar-2016 11:00			
	Is this an approximate End Date and time?			
End Reason	Returned by police or other agencies]		
Additional Information	James found at Aunts house			
Outcomes	Police have spoken to carers/social care will follow up with James			
Return Interview				
Date Return Interview				
Return Interview Completed By				
Additional Information				

5. Adding a New Missing Record if one is already Active

If a Missing Person Episode is open a new Episode cannot be started. Below is advice for the Out of Hours Service (OOH's) in regards to putting on a new Missing Episode if one is already open:

- OOH's will add a new missing episode in LCS if a child goes missing and will close the missing episode if the child returns during OOH's
- If OOH's can't add a new missing episode because the last episode was not closed by the daytime team OOH's can complete the previous episode, providing they <u>do know</u> when and where the child was found.
- If OOH's can't add a new missing episode because the last episode was not closed by the day time team and OOH's <u>do not know</u> when and where the child was found, they will e-mail the details of the new missing episode to the daytime team explaining that this needs to be updated on LCS. OOH's will copy the e-mail into Case Notes in LCS. The daytime team will update any old missing episodes and add the new missing episode.

6. Multi-Agency Missing Meeting

When a child/young person is missing a Multi-Agency Missing Meeting must be held. These meetings must be arranged by the Allocated Social Worker take place on the first available day and no later than 5 working days from when the child goes missing.

· Access the child's record and click on the Forms tab

Child: James Ex	kample 16 years (BE R	(Ref: 556251) Basic Demographics) 🐣 🔁 🖡
▲ <u>P</u> ersonal	Start New Fe	orm	
<u>P</u> ersonal		✓ Start	
Additional			
Identity	• Forms		
<u>P</u> hotos	E		
Risks	Free Text Filter	Go Res	et
Parental Factors			
Relationships	Draft Form	ns	
Involvements	None		
Case Status			
CP	Complete	d Forms	
CLA			
Adoption	Form Date	Form Type	User
History	07-Feb-2015	CLA Review Minutes	Stephen Allwright
<u>I libeory</u>	07-Feb-2015	Child Looked After/Young Person's Care Plan	Stephen Allwright
<u>Chronology</u>	07-Feb-2015	Child Looked After/Young Person's Care Plan (part 1)	Stephen Allwright
<u>F</u> orms	07-Feb-2015	CLA Review Outcomes	Stephen Allwright
Case Notes	08-Aug-2014	CLA Review Minutes	Stephen Allwright
Case <u>N</u> otes	08-Aug-2014	Child Looked After/Young Person's Care Plan	Stephen Allwright
Audit	08-Aug-2014	Child Looked After/Young Person's Care Plan (part 1)	Stephen Allwright

- Click in the drop down box under Start New Form
- Click on Record of Multi Agency Missing Person Meeting

Start New Form	
	Start
Case File Audit Tool	
ICPC Request Form	
Placement Plan	
Record of Multi Agency Missing Person Meeting	
Record of Multi Agency Missing Person Review Meeting	Go Reset
Risk Assessment	
Social Work Evidence Template	
Social Work Evidence Template (Final Statement)	
Step Down to EIS	
Subsequent Request for Placement	

Click Start

Child: James E CLA CIN MISP M	Example 16 years (Ref. 556251) Series R
▲ <u>P</u> ersonal	Start New Form
<u>P</u> ersonal	Record of Multi Agency Missing Person Meeting 🗸 Start
Additional	
Identity	• Forms
<u>P</u> hotos	Free Text Filter
Risks	Go React
Parental Factors	
Relation <u>s</u> hips	Draft Forms
Involvements	None
Case Status	

• If information does not need to be copied forward click Start Blank

Child: James Examp	le 16 years (Ref. 556251) 💄 🗟 🕰 🔁 💦 ไ	Record of Multi Agency Missin
Information Assessme	ent Consolidation Revisions	
i) Copy Forward - Before s Selected', or alternatively	starting the Assessment you have the option to copy forward the answers fr (If you DO NOT want to copy forward any answers) click 'Start Blank' to beg	om the listed previous Assessmer gin the Assessment afresh.
opy Forward Selected Start Bi	onward from previous assessments	
Created	Assessment	Started By
Example, James (16 years)		
Today 1 year 5 months ago 2 years 2 months ago 2 years 3 months ago	Contact Record (Monday, 8 August 2016, 14:03) CLA Review Minutes (Saturday, 7 February 2015) CLA Review Minutes (Friday, 8 August 2014) CLA Review Outcomes (Saturday, 7 February 2015) CLA Review Outcomes (Friday, 8 August 2014) CLA Review Outcomes (Saturday, 10 May 2014) Essential Information Record (Wednesday, 16 April 2014) Essential Information Record (Sunday, 13 April 2014) Initial Request for Placement (Sunday, 13 April 2014) CLA Review Minutes (Wednesday, 9 April 2014) Record of Strategy Discussion (Tuesday, 14 April 2014) CLA Review Minutes (Wednesday, 5 March 2014) Referral Record (Wednesday, 5 March 2014)	Stephen Allwright Stephen Allwright

6.1. Meeting Date & Attendees

- Click on Meeting Date & Attendees
- Input in the Date & Time Multi Agency Missing Person Meeting Held when the meeting was held
- In the Attendees section click into the Name box and enter the name of the attendee.
- Click into the Role box and enter the person's role.
- Click into the Agency box and enter the agency the person works for.

Information Assess	ment Consolidation	Revisions				
🖶 Print 🕴	Meeting Date &	Attendees				
Record of Multi Ag	Date & Time Multi Agency N Meeting Held	lissing Person 22-Apr-2016				
Background	All attendees should receive	All attendees should receive a copy of the record of the meeting within 24 hours of the meeting.				
Discussion	Attendees					
 Actions 	Name	Position	Agency			
0 Attachments (0)	CIC Worker	Social Worker	BCC	× 💠		

• To add another Attendee click the Green plus as highlighted below

Child: James Exa	mple 16 years (Ref: 556251) E R	🚨 🗗 🐣 🔁 🖡	Record of Multi Agency Missin	ti
Information Asses	sment Consolidation	Revisions		
🔒 Print 🕴	Meeting Date & A	Attendees		
Record of Multi Ag	Date & Time Multi Agency Mis	sing Person 22-Apr-2016		
Meeting Date & Att	Meeting Held			
 Background 	All attendees should receive a	copy of the record of the meeting w	vithin 24 hours of the meeting.	
Discussion	Attendees			
Actions	Name	Position	Agency	
Attachments (0)	CIC Worker	Social Worker	BCC	× 💠
				× 🕂

• To remove a row click the red cross

Child: James Exal	mple 16 years (Ref. 5562) R	51) 🚨 🗟 🐣 🔁 🖡	Record of Mu Agency Missi	ilti n
Information Assess	ment Consolidation	Revisions		
😝 Print 👎	Meeting Date	& Attendees		
Record of Multi Ag	Date & Time Multi Agency	Missing Person 22-Apr-2016		
Meeting Date & Att	Meeting Held			
 Background * 	All attendees should recei	ve a copy of the record of the meeting v	vithin 24 hours of the meeting.	
 Discussion * 	Attendees			
 Actions * 	Name	Position	Agency	
Attachments (0)	CIC Worker	Social Worker	BCC	× +
				×÷

• Click OK in the pop up box

Messa	from webpage	X
(Please confirm you wish to remove this table row?	
	OK Cancel	

6.2. Background

• Click on the Background tab and fill out the Summary of background circumstances and Action to date.

Child: James Exa	ample 16 years (Ref. 556251) 🔔 🕃 🕰 🔁 💦 📸 📄 Record of Multi
Information Asses	sment Consolidation Revisions
🔒 Print 🕴	Background
Record of Multi Ag	Summary of background circumstances Summary of background circumstances
Background * Discussion	Action to date Outline all actions taken to locate the child / young person to date Outline all actions taken to locate the child / young person to date
 Actions Attachments (0) 	

6.3. Discussion

• Click the Discussion tab and fill out the Discussion box

Child: James Example 16 years (Ref. 556251)	🕈 🐣 🗗 👔 🎁 Record of Multi	
Information Assessment Consolidation Revisions	5	Save Finalise Assessment Cancel ReAssign Close
Print Print Record of Multi Ag Meeting Date & Att Background * Discussion Actions Attachments (0)	This should include a risk assessment in respect of any additional factors includ	B:/U AAAA X] Jing CSE / offending / abduction abroad / substance misused

6.4. Actions

- Click the Actions tab
- Click into the Action box and enter the Action
- Click into the Who box and enter who will complete the Action
- Click into the When box and enter the date

Child: James Exan	nple 16 years (Ref: 556251)	🚨 🛃 🛃 🔁	Record of M	lulti sin			
Information Assess	ment Consolidation	Revisions			B Save	Finalise Assessment	Cancel
🔒 Print 👎	Actions						
Record of Multi Ag • Meeting Date & Att • Background * • Discussion * • Actions • • Attachments (0)	Actions Please consider: • Further attempts to • Writing to relatives • Use of publicity (ne • Contacting National • Applying for a Rec • Notifying national • Seeking legal inter • Plans once the chil • Plans to prevent re	contact child/friends/acquaintances to express concern and expectation do consult with Service Director, F Missing Person's Helpline from Care very Order gencies / authorities (eg DWP, Child ention is located including the safe and we seat missing episodes	: / street based agencies that they will provide any information the Prease Office and Police Missing Persons U 9 Team I Benefit) ell check, return home interviews, locatio	ey have Init) In they will return to, how th	ney will be conveyed to location	, medical attention and socia	I work visit.
	Action Contact Friends	Who Social Worker	When 22-Apr-2016	[□] × ↔			
	Next Meeting Date						

• To add another Action click the green plus and a new row will be inserted underneath

Child: James Exa	mple 16 years (Ref: 556251)	🕞 🐣 🔁 🔓	Record of M Agency Mis	lulti sin	
Information Asses	sment Consolidation Revi	sions			Save Finalise Assessment Cancel
Print Record of Multi Ag Meeting Date & Att Background * Discussion * Actions * Actions (0)	Actions Actions Please consider: • Further attempts to contact • Use of publicity (neet to care • Use of publicity (neet to care • Contacting National Maxing • Applying for a Recovery On • Nothrijng national agencies • Seeling legal intervention • Plans once the child is locat • Plans to prevent repeat min	child/friends/acquaintances / street bas ses concern and expectation that they will nearly with Service Director, Preses Tiffes : Preson's Helpline from Care Team fer / authorities (eg DWP, Child Benefit) ed including the safe and well check, ret ang episode	ad agencies I provide any information th ind Police Missing Persons (um home interviews, locatio	ey have Init) In they will return to, how they v	will be conveyed to location, medical attention and social work visit.
	Action Contact Friends	Who Social Worker	When 22-Apr-2016	■ × ●	

• To remove an Action/row click the red cross.

Child: James Exa	mple 16 years (Ref: 556251)	🗟 🚣 🔁 🖡 🕅	Record of Multi Agency Missin			
Information Asses	sment Consolidation Revis	sions			Save Finalise Assessment	Cancel
🔒 Print 🕴	Actions					
Record of Multi Ag • Meeting Date & Att	Actions Please consider:					
Background * Discussion * Actions ^o Attachments (0)	Further attempts to contact. Writing to relatives to expre- Use of publicity (need to cor Contacting National Missing Applying for a Recovery Ord Notifying national agencice; Seeking legal intervention Plans once the child is locatr Plans to prevent repeat miss	child/intend/acquaintances / street based is concern and expectation that they vill possible with the vill be with the	agencies ovide any information they have Police Missing Persons Unit) home interviews, location they v	vill return to, how they will be conve	veyed to location, medical attention and social t	work visit.
	Action	Who	When			
	Contact Friends	Social Worker	22-Apr-2016	× ⊕		
	D JURAAA			<mark>≿</mark> ₽		
	Next Meeting Date					

• Click OK in the pop box



- If a date of another meeting has been agreed it should not be any more than 5 working days.
- Enter the date in the box highlighted below



6.5. Finalising

Click Finalise Assessment



Click OK in the pop up box

M essage fr	om webpage	×
?	Please confirm you wish to Finali	se?
	OK Car	ncel

• The completed form will then appear in the Forms tab under Completed Forms.



7. Review Multi Agency Missing Meeting

If a child/young person continues to be missing a Review Multi Agency Missing Meeting must be held every 5 working days until the child/young person is found.

• Access the child's record and click on the Forms tab

Child: James Examp	ple 16 years (Ref: 5 R	556251) Seasic Demographics	L 🗗 🛃 🖁	Ì
▲ <u>P</u> ersonal	Start New Form			Documents
Personal		Start		 Create/Attach Document
Additional				There are no documents.
Identity	• Forme			
Photos	• Forms			
Ricks	Free Text Filter	Go Reset		
Parental Factors				
	Draft Forms			
Relationships				
Involvements	None			
Case Status				
CP	Completed For	ms		
CLA				
Adoption	Form Date	Form Type	User	
History	08-Aug-2016 14:19	Record of Multi Agency Missing Person Meeting	Stephen Allwright	
<u>Characters</u>	07-Feb-2015	CLA Review Minutes	Stephen Allwright	
Chronology	07-Feb-2015	Child Looked After/Young Person's Care Plan	Stephen Allwright	
<u>F</u> orms	07-Feb-2015	Child Looked After/Young Person's Care Plan (part 1)	Stephen Allwright	
Case Notes	07-Feb-2015	CLA Review Outcomes	Stephen Allwright	
	08 Aug 2014	Child Looked After/Veung Person's Care Plan	Stephen Allwright	
Audit	08-Aug-2014	Child Looked After/Young Person's Care Plan (nart 1)	Stephen Allwright	
Health	08-Aug-2014	CLA Review Outcomes	Stephen Allwright	
• <u>n</u> carti	10-May-2014	CLA Review Outcomes	Stephen Allwright	
Education	09-May-2014	Child Looked After/Young Person's Care Plan	Stephen Allwright	

- Click in the drop down box under Start New Form
- Click on Record of Multi Agency Missing Person Review Meeting

Start New Form		
	Start	
Case File Audit Tool		
ICPC Request Form		
Placement Plan		
Record of Multi Agency Missing Person Meeting		
Record of Multi Agency Missing Person Review N	Meeting Go Re	set
RISK ASSESSMENT		
Social Work Evidence Template		
Social Work Evidence Template (Final Statement	it)	
Step Down to EIS		
Subsequent Request for Placement		

Click Start

Child: James Ex	ample 16 years (Ref. 556251) Second Basic Demographics
Personal	Start New Form
Additional	
Identity	• Forms
Photos Biska	Free Text Filter Go Reset
Parental Factors	
Relation <u>s</u> hips	Draft Forms
<u>I</u> nvolvements	None
Case Status	

• On the next screen if this is the first review meeting you must click the check box next to the Record of Multi Agency Missing Person Meeting

Child: James Ex CLA CIN MISP MIS	kample 16 years	(Ref: 556251)	<u> </u>	<u>.</u>	2	X	Record of Multi Agency Missin
Information Asso	essment Co	onsolidation	Revisions				
Copy Forward - B Selected', or alterna	efore starting the A atively (If you DO N Start Blank	ssessment you have IOT want to copy for	the option t ward any an	o copy for swers) clic	ward the an k 'Start Blar	swers fror Ik' to begir	n the listed previous Assessm n the Assessment afresh.
Copy Forward - Copy ans	wers forward from	previous assessment	IS				
Created	Assessme	int					Started By
Example, James (16 yea	ars)						
✓ Yesterday	2016, 14:	Record of Multi Agency Missing Person Meeting (Monday, 8 August 2016, 14:19)				Stephen Allwright	
Yesterday	🔛 Conta	ct Record (Monday, 8	8 August 201	16, 14:03)			Stephen Allwright
1 year 6 months age	D 📓 CLA R	eview Minutes (Satu	rday, 7 Febr	uary 2015)		😨 Stephen Allwright
1 year 6 months ago	D 🚺 CLA R	eview Outcomes (Sa	turday, 7 Fe	bruary 20	15)		G Stephen Allwright

• As this is subsequent review meeting you will need to click the check box next to the last Review Record of Multi Agency Missing Person Meeting

Click Copy Forward Selected

•	Child: James Example 16 years (Ref: 556251) 👤 🗟 🕰 🔁 💦 🕅 📄 Record of Multi								
•	Information Assessment Consolidation Revisions								
•	Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessment Selected', or alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh. Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter								
	Сору	Forward - Copy answers for	ward from previous assessments						
•	\checkmark	Created	Assessment	Started By					
Example, James (16 years)									
	Yesterday		Record of Multi Agency Missing Person Meeting (Monday, 8 August 2016, 14:19)	🧟 Stephen Allwright					
	Yesterday		Contact Record (Monday, 8 August 2016, 14:03)	👰 Stephen Allwright					
		1 year 6 months ago	CLA Review Minutes (Saturday, 7 February 2015)	👰 Stephen Allwright					
		1 year 6 months ago	CLA Review Outcomes (Saturday, 7 February 2015)	👰 Stephen Allwright					

7.1. Meeting Date & Attendees

- Click on Meeting Date & Attendees
- Input in the Date & Time Multi Agency Missing Person Meeting Held when the meeting was held
- In the Attendees section click into the Name box and enter the name of the attendee.
- Click into the Role box and enter the person's role.
- Click into the Agency box and enter the agency the person works for.

Child: James Exam	ple 16 years (Ref: 5562 R	51) 🚨 🗟 🐣 🔁 🖡	Reco	rd of Multi cy Missin				
Information Assessm	nent Consolidation	Revisions						
🖶 Print 👎	Print Meeting Date & Attendees							
Record of Multi Ag	Date & Time Multi Agency Meeting Held	y Missing Person 23-Apr-2016						
Background ^e	All attendees should rece	ive a copy of the record of the meeting w	vithin 24 hours of the me	eting.				
 Discussion ^c 	Attendees							
 Next Actions 	Name	Position	Agency	B J U AAAA X				
🆞 Attachments (0)	CIC Worker	Social Worker	всф	× 💠				

• To add another Attendee click the Green plus as highlighted below

Child: James Exam	nple 16 years (Ref: 556251)	🗟 🖧 🔁 🏝 🐧	Record of Multi Agency Missin				
Information Assess	ment Consolidation Revis	ions					
🔒 Print 🕴	Print Meeting Date & Attendees						
Record of Multi Ag	Date & Time Multi Agency Missing Person 23-Apr-2016						
Meeting Date & Att	Meeting Held						
 Background ^c 	All attendees should receive a copy of	f the record of the meeting within 24 h	nours of the meeting.				
 Discussion ^c 	Attendees						
Next Actions	Name	Position	Agency				
Attachments (0)	CIC Worker	Social Worker	BCC	× 💠			

• To remove a row click the red cross

Child: James E	xample 16 years (Ref. 556251) 🚨 📑 🕰 🕞 👔 👔 📑 Record of Multi	
Information Ass	essment Consolidation Revisions	
🔒 Print 👎	Meeting Date & Attendees	
Record of Multi Ag	Date & Time Multi Agency Missing Person 23-Apr-2016	
 Meeting Date & Att Background ^o 	All attendees should receive a copy of the record of the meeting within 24 hours of the meeting.	
 Discussion ^c 	Attendees	
 Next Actions 	Name Position Agency	
Attachments (0)	CIC Worker Social Worker BCC	× +
		×

• Click OK in the pop box

Message from webpage	
Please confirm yo	u wish to remove this table row?
	OK Cancel

7.2. Background

• Click on the Background tab and fill out/amend the Summary of background circumstances.

Child: James Exam	nple 16 years (Ref: 556251) 🚨 🗗) 🐣 🔁 🖪 🕅 🚺	Record of Multi Agency Missin						
Information Assess	Information Assessment Consolidation Revisions Cancel ReAssign								
🖶 Print 🕴	Background								
Record of Multi Ag	Summary of background circumstances	Immary of background circumstances Summary of background circumstances							
Meeting Date & Att									
Background	Update on actions taken to date	Action	Who	When	Findings				
Discussion		Contact Friends	Social Worker	22-Apr-2016		× 🕂			
 Next Actions 									
Attachments (0)									

- In the Update on actions taken to date table the actions taken from the previous meeting have copied forward.
- Click the into the Findings column and input your findings of the actions that have been taken.

Child: Jan CLA C:N M	es Example 16 years (Ref: 556251) 🔍 🦉) 🐣 🔁 🖡 🛅 🚺	Record of Multi Agency Missin			
Information	Assessment Consolidation Revisions	1		Bave	Finalise Assessment Cancel	ReAssign
🔒 Print	Background					
Record of Multi	g Summary of background circumstances	Summary of background circumstances Summary of background circumstances				
Meeting Date &	Att					
 Background ^{©®} 	Update on actions taken to date	Action	Who	When	Findings	C N
 Discussion ^o 		Contact Friends	Social Worker	22-Apr-2016	Friends have no information about	×Ф
 Next Actions 					where abouts	
Attachments (0						

7.3. Discussion

- Click on the Discussion tab
- Click into the Discussion and Review of Risk Assessment box. This box should contain the Discussion that took place in the review and a Review of the Risk Assessment

Child: James Exa	mple 16 years (Ref: 556251)	b 🐣 🔁 👗 🕅	Record of Multi Agency Missin		
Information Asses	sment Consolidation Revision	S		Save F	Finalise Assessment Cancel ReAs
🔒 Print 🕴	Discussion				
Record of Multi Ag	Discussion and Review of Risk Assessment	This should include a risk asses	sment in respect of any additiona	I factors including CSE / offending / abductio	n abroad / substance misuse
Meeting Date & Att	This should include a review of any additional				
 Background ^{C*} 	risk factors including CSE / offending / abduction abroad / substance misuse				
 Discussion ^G 					
Next Actions					
Attachments (0)					

7.4. Next Actions

- Click the Next Actions tab
- Click into the Action box and enter the Action
- Click into the Who box and enter who will complete the Action
- Click into the When box and enter the date

Child: James Exal	mple 16 years (Ref: 556251)	🗟 🖧 🔁 🏝 🐧	Record of Multi Agency Missin				
Information Assess	sment Consolidation Revis	sions			Save	Finalise Assessment	Cancel
Print	Next Actions Next Actions Please consider: • Further attempts to contact • Writing to relatives to expre • Use of publicity (need to co • Contacting National Missing • Applying for a Recovery Or • Notifying national agencies, • Seeking legal intervention • Plans once the child is locat	child/friends/acquaintances / street based as concern and expectation that they will p rsult with Service Director, Press Office and Person's Helpline from Carr Team er ' authorities (eg DWP, Child Benefit) ed including the safe and well check, return	agencies rovide any information they have Police Missing Persons Unit) home interviews, location they will retu	um to, how they will be co	nveyed to locatio	in, medical attention and socia	I work visit.
	Action Consult with CSWM and PIM for where child should return to once found Next Meeting Date	Who Social Worker	When 27/04/2016	× Φ			

• To add another Action click the green plus and a new row will be inserted underneath

Child: James Exal	mple 16 years (Ref: 556251)	🗟 🚣 🔁 🖡 🕅	Record of Multi Agency Missin				
Information Assess	sment Consolidation Revis	sions			Save	Finalise Assessment	Cancel
🔒 Print 🕴	Next Actions						
Record of Multi Ag • Meeting Date & Att • Background °* • Discussion ° • Next Actions ° • Attachments (0)	Next Actions Please consider: • Further attempts to contact. • Writing to relatives to expre- • Use of publicity (reed to cor • Contacting National Missing • Applying for a Recovery Ord • Notifying national agencies, • Seeking legal intervention • Plans to prevent repeat miss	child/friends/acquaintances / street based as concern and expectation that they will p sult with Service Director, Press Office and Person's Helpline from Care Team er authorities (eg DWP, Child Benefit) ad including the safe and well check, return ing episodes	agencies rovide any information they have Police Missing Persons Unit) home interviews, location they	s will return to, how they will be	conveyed to location	, medical attention and socia	ıl work visit.
	Action	Who	When B / U AAA	A X			
	Consult with CSWM and PIM for where child should return to once found	Social Worker	27/04/2016	× 🖶			
				× +			
	Next Meeting Date						

• To remove an Action/row click the red cross.

Child: James Exa	mple 16 years (Ref: 556251)	🗟 🖧 🔁 🎝	Record of Multi Agency Missin			
Information Asses	sment Consolidation Revis	sions		B Save Finalise Assessment Cancel		
🔒 Print 🕴	Next Actions					
Record of Multi Ag Meeting Date & Att Background ⁰ * Discussion ⁰ Next Actions ⁰ Attachments (0)	Next Actions Please consider:					
	Action	Who	When B / U AAAA	x		
	Consult with CSWM and PIM for where child should return to once found	Social Worker	27/04/2016	× +		
	Next Meeting Date					

• Click OK in the pop up box

Message from webpage	x
Please confirm you wish to remove this table row?	?
OK Cance	el

- If a date of another meeting has been agreed it should not be any more than 5 working days.
- Enter the date in the box highlighted below

Child: James Exal	nple 16 years (Ref. 556251)	🗟 🚣 🔁 👗 🕅	Record of Multi Agency Missin				
Information Assess	ment Consolidation Revis	sions			Save	Finalise Assessment	Cancel
Print P							ial work visit.
	Action Consult with CSWM and PIM for where child should return to once found Next Meeting Date	Who Social Worker	When 27/04/2016	X Φ			

7.5. Finalising

• Click Finalise Assessment



• Click OK in the pop up box

Message from we	bpage	x
Pleas	e confirm you wish to Finalise	:?
	OK Cano	:el

• The completed form will then appear in the Forms tab under Completed Forms.

Child: James I	Example 16 years (Ref. 5	556251)	Basic Demographics	5 🐣	- 🔁 🛃		
▲ <u>P</u> ersonal	Start New Form						
Personal		✓ Start					
Additional							
Identity	. Forme						
Photos	Forms						
Risks	Free Text Filter		Go	Reset			
Parental Factors							
Relationships	Draft Forms						
Involvements	None						
Case Status							
CP	Completed For	ms					
CLA	Form Date	Form Type			User		
Adoption	09-Aug-2016 15:49	Record of Multi	Agency Missing Person F	Review Meeting	Stephen Allwright		
History	08-Aug-2016 14:19 Record of Multi Agency Missing Person Meeting			Stephen Allwright			
1.0001	01-Apr-2015	Contact Record			Stephen Allwright		
Chronology	07-Feb-2015	CLA Review Minutes St			Stephen Allwright		
Forms	07-Feb-2015	Child Looked After/Young Person's Care Plan S			Stephen Allwrigh		
-	07-Feb-2015	Child Looked After/Young Person's Care Plan (part 1) Stephen Allwrig					
Case <u>N</u> otes	07-Feb-2015	CLA Review Out	comes		Stephen Allwright		

8. Missing Persons Process Flow Charts

8.1. Missing Person (Local Authority)



Please Right Click & select Save-As to save a Copy of the above.



8.2. Missing Person (Other Local Authority, CP Admin)

Please Right Click & select Save-As to save a Copy of the above.