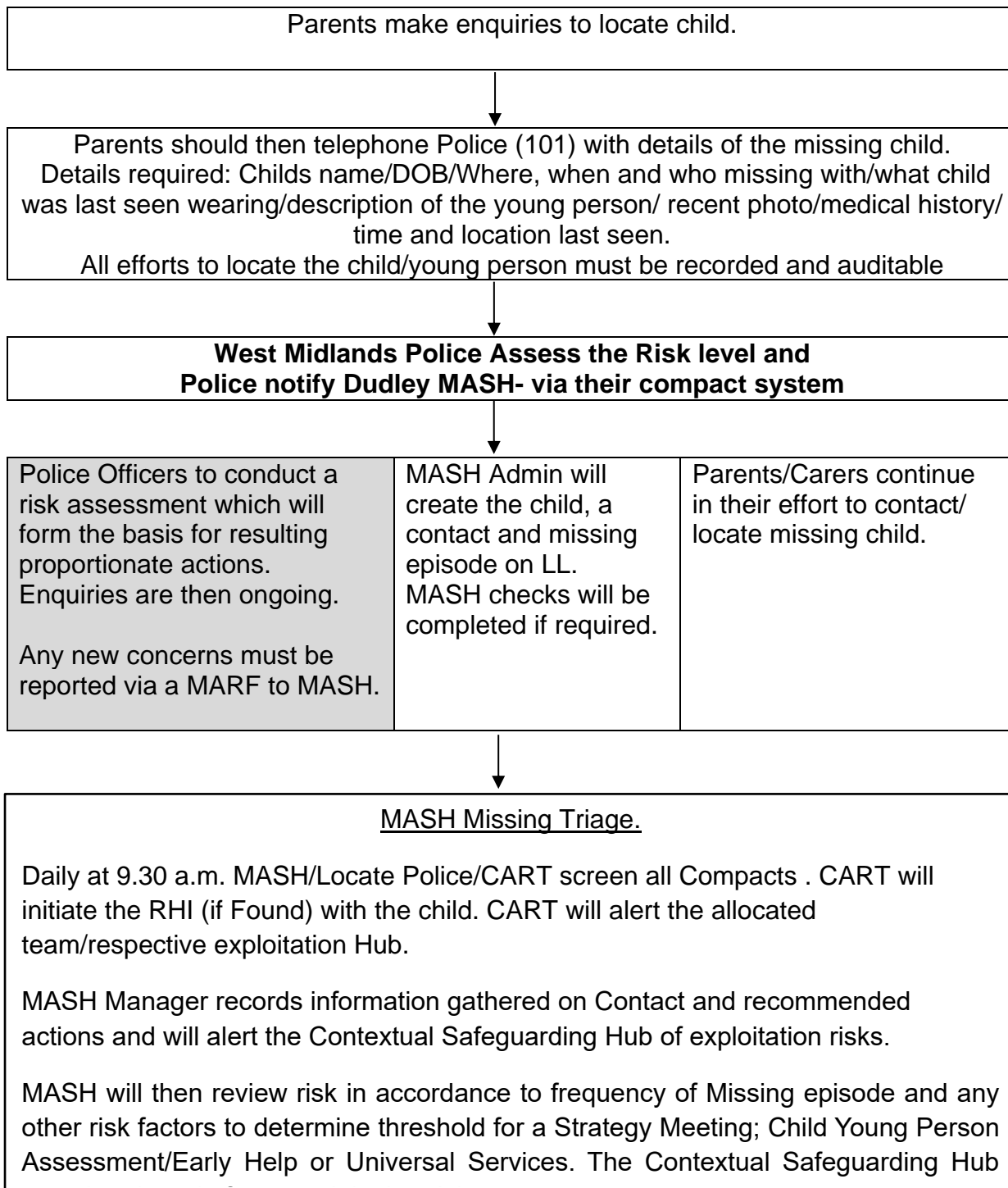


APPENDIX 1

QUICK REFERENCE GUIDE – MISSING FROM HOME/CARE ADDRESS WITHIN THE WEST MIDLANDS POLICE AREA

Police and Parent Responsibility



Child open to Dudley Early Help – MASH will review risk and determine threshold.



Child open to Open to Dudley Social Worker - MASH finalise the contact and assign to the allocated Team Tray. Social worker to arrange Strategy Meeting dependant on frequency and duration of missing episode in accordance with safeguarding procedures. If the child is a CIC the social worker should complete the child missing/found notification form and send it to the Head of Service for Safeguarding, Head of Service for Social Care, MASH and IRO. This form must be updated and resent when the child is found



MISSING PERSON is located or returns to Home Address

When a missing child is located by family/friends/carers etc. it is their responsibility to return the child to the home address. Where a risk is present a Police officer may accompany the family/carer, or the Police may be requested to collect and return the child to the place of residence. Parents/carers must inform the Police when a child returns of their own accord.



The Police may conduct a 'Safe and Well' check to establish missing person's well-being and safety, and to establish whether they were the victim of crime or abuse whilst missing. Any new safeguarding information will be passed to Dudley MASH. When a found compact is discussed at the daily triage meeting Dudley MBC's Missing Service will offer and undertake a Return Home Interview (RHI).

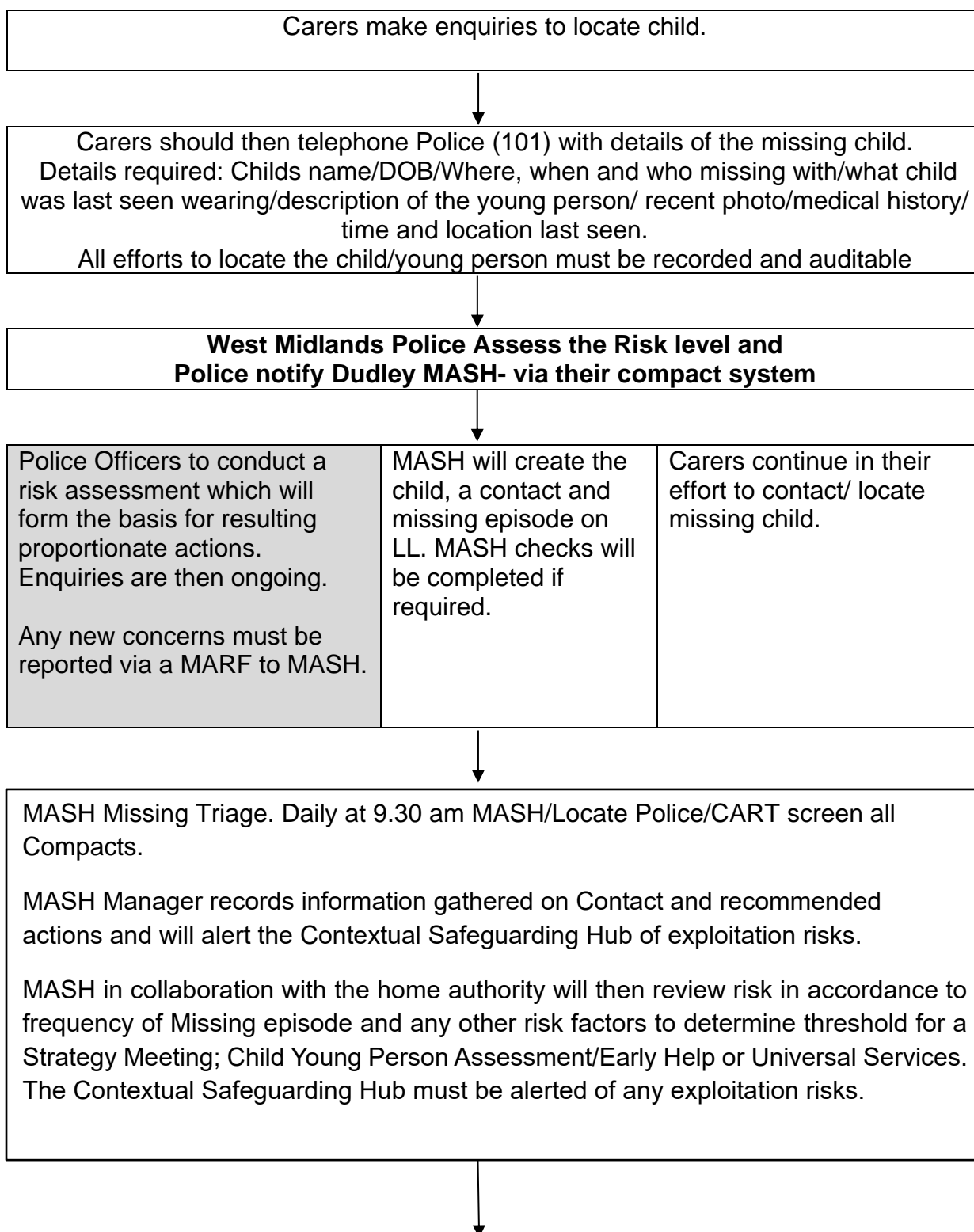


Following RHI if safeguarding concerns are identified then CART must alert:

- MASH (on unallocated or open to Early Help) submit a MARF
- Allocated social worker/EDT
- Police if there is an immediate threat to child's safety
- Complete a FIB Form

APPENDIX 2

QUICK REFERENCE GUIDE – MISSING OUT OF AREA CHILDREN WHO ARE LIVING IN THE DUDLEY BOROUGH



MISSING PERSON is located or returns to Home Address

When a missing child is located by Carer it is their responsibility to return the child to the home address. Where a risk is present a Police officer may accompany the carer, or the Police may be requested to collect and return the child to the place of residence. Carer must inform the Police when a child returns of their own accord



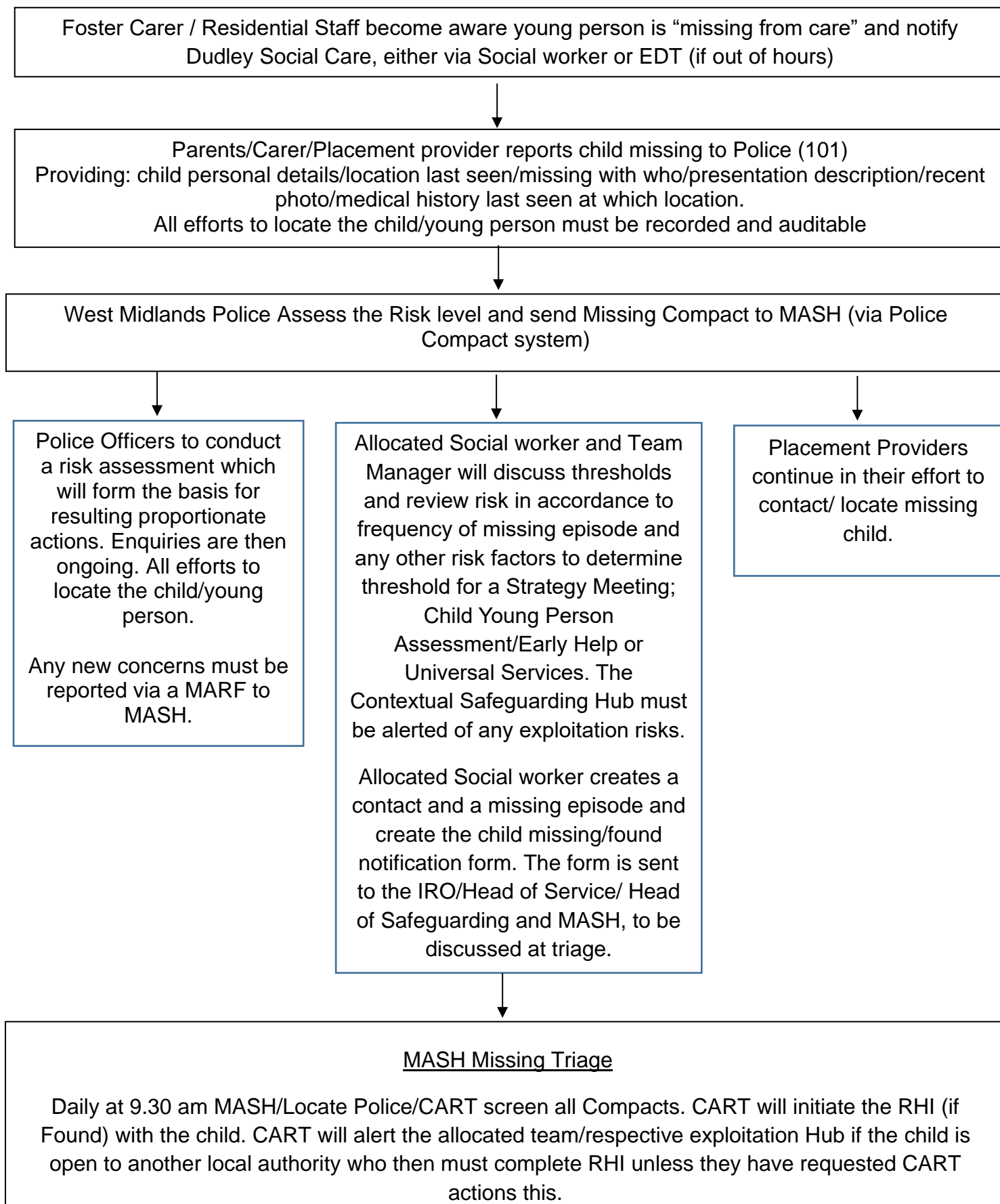
Police may conduct a 'Safe and Well' check to establish missing person's well-being and safety, and to establish whether they were the victim of crime or abuse whilst missing. Any new safeguarding information will be passed to Dudley MASH. When a found compact is discussed at the daily triage meeting Dudley MASH will notify the home authority and a decision will be made as to who will complete Return Home interview.



If the Return Home Interview form is completed by home authority, CART will endeavour to ascertain details prior to finalising the missing episode in Liquidlogic.

APPENDIX 3

QUICK REFERENCE GUIDE – DUDLEY CHILDREN IN CARE MISSING FROM OUTSIDE THE WEST MIDLANDS POLICE FORCE AREA.



MISSING PERSON is located or returns to Placement

When a missing child is located by Police/Carers it is their responsibility to collect the child to the home address. Where a risk is present a Police officer may accompany the family, or the Police may be requested to collect and return the child to the place of residence. Carers must inform the Police when a child returns of their own accord.



The Police may conduct a 'Safe and Well' check to establish missing person's well-being and safety, and to establish whether they were the victim of crime or abuse whilst missing. Any new safeguarding information will be passed to Dudley MASH.

It is the placement provider and Social workers responsibility to organise a Return Home Interview within 72 hours of the child being found. The Social worker must update the Child Missing/Found Notification Form and send it to IRO/Head of Service/ Head of Safeguarding and MASH



Any Return Home Interview feedback or information should be recorded on the Return Home Interview form in Liquidlogic by the allocated Social worker. On completion of this the social worker will need to finalise the missing episode on Liquidlogic.