

# Frequently Asked Questions

## Question 1:

Not all Local Authorities provide a Young Person's key information when a placement begins.

Is it acceptable to re-submit the Reg41 Notification after the information has been obtained?

## Question 1 Answer:

Yes, all Reg 41 Notifications must be submitted within 24hours of a young person's arrival.

If there is information missing please update and submit the form as soon as the information is available to yourselves.

### Question 2:

What is the process regarding a Young Person that goes missing from a Local Authority into another?

### Question 3 answer:

- 1) The Police require evidence which suggests the Young Person is in another area.
- 1) Once the evidence is obtained, the other Force take Primacy for the missing young person and its Investigation.
- 2) If the other Force, refuses to obtain the Missing Person Investigation, Leicestershire Police will retain Primacy and send tasks to the other Force to complete.
- 3) Unless there will be Safeguarding matters to attend to , Leicestershire Police will end their involvement.
- 4) The Force will inform Leicestershire Police when the missing Young Person is found.

**Question 3:**

Should I complete a Reg 41 Notification for Children who are placed in our organisation from another Local Authority?

**Question 3 Answer:**

Yes! Please complete the Reg 41 Notification regarding all Young People who are residing in your Residential home.

**Question 4:**

What support is available to encourage a young person to return to placement if they are missing not absconded?

**Question 4 Answer:**

Leicestershire Police only deal with missing not absents anymore. Leicestershire Police can assist in a Recovery Order that has been obtained by Social Care. Powers to remove the young person can only occur if a S46 is gained. As per Leicestershire Police Welfare Checks can no longer be conducted.

**Question 5:**

What can we do to make Local Authorities share RHI (Return Home Interviews) with Care Providers?

**Question 5 Answer:**

The allocated Social Worker should inform the placement of information and the outcome of independent Return Home Interviews.

### Question 6:

A) How often should the first section Philomena Protocol document be completed?

### Question 6 Answer:

Part 1 should be complete at the earliest opportunity with the young person who goes, or is likely to go, missing. This should be maintained and updated by the carers (with all staff having access to the form). So if for example, the child's appearance changes (eg. hair, glasses, tattoos, etc), their associates change, their habits (drugs, alcohol, places frequented, etc), etc, then the carers should be updating Part 1 accordingly, to ensure the information is always up to date

### Question 7:

Is there a timeframe to complete and submit the second section of the Philomena Protocol document?

### Question 7 Answer:

Part 2 needs to be completed when the young person goes missing. It needs to be completed as soon as possible, but this shouldn't delay reporting them as missing to the Police.

### Question 8:

I submitted the old Reg 41 Notification document when my young person moved into my organisation, am I still required to submit the new Reg 41 Notification document?

### Question 8 Answer:

Yes! This is a great opportunity to update key information regarding the young person.

### Question 9:

Do you have call handlers and Police Officers who are trained to speak with young people who are diagnosed with Autism/ ADHD etc..?

### Question 9 Answer:

Ongoing work is being conducted to raise aware with new officers, custody staff, call handlers etc..

### Question 10:

When the Reg41 Notification is submitted and the original contents of the form changes i.e Social Worker Details etc.. Should I resubmit the form again?

### Question 10 Answer:

The Local Authority are responsible for providing update of details such as Social Worker information. Although you will not need to complete the entire form again, please edit the necessary sections from the original form and email this to the relevant teams.

**Question 11:**

Will the Philomena Protocol replace the Benchmark Risk Assessment (BMRA) which is completed when a LAC moves into the area?

**Question 11 Answer:**

This is currently being discussed with the Safer Returns Project as they would usually complete the BMRA. The Philomena Protocol should be completed by the placement or the allocated Social Worker as they know the young person.

Question 12:

A young person has left my organisation do I need to inform other professionals of this?

Question 12 answer:

Please complete the bottom section of the Reg41 Notification to inform the relevant professionals a young person has left your organisation.

## Question 12:

Who do I submit  
the Reg 41  
Notification to?

## Question 12 answer

When a Young Person arrives and departs your organisation the Reg41 Notification must always be emailed to;

Leicestershire Police: [MPRU@leics.police.uk](mailto:MPRU@leics.police.uk)

Health:

[lep-tr.FYPClookedafterchildrennotifications@nhs.net](mailto:lep-tr.FYPClookedafterchildrennotifications@nhs.net)

Leicestershire County:

[NotificationsLAC@leics.gov.uk](mailto:NotificationsLAC@leics.gov.uk)

Leicester City: [Placements.Desk@leicester.gov.uk](mailto:Placements.Desk@leicester.gov.uk)

Rutland County: [Childrensreferrals@rutland.gov.uk](mailto:Childrensreferrals@rutland.gov.uk)

Please use <https://www.gov.uk/find-local-council> if you are unsure which LA your organisation falls under.