\*\*Police COMPACT reports are also sent to:

TESS, Checkpoint and MASH

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**Torbay Children Missing from Home or Care – Flowchart Feb 2025**

**MISSING FROM HOME**: A child will be deemed “missing” from home when the child’s location is unknown to those responsible for their care. There is an expectation that parents/guardians will apply their own judgement with regards to the circumstances of the child/young person's missing episode. If, in their opinion, the absence is more than "boundary testing", then they will alert the Police. The Police will apply their risk assessment to the report and act/notify agencies accordingly.

**MISSING FROM CARE:** a child/young person (i.e. a young person under the age of 18 years) is to be considered “missing” if they are absent from their placement without authority, and their whereabouts are not known. [Philomena Protocol | Devon & Cornwall Police](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.devon-cornwall.police.uk%2Fnotices%2Fpp%2Fphilomena-protocol%2F&data=05%7C02%7CKelly.Gosney%40torbay.gov.uk%7C2bd4b1da165a4afa0cb908dd4f564978%7C13577bd8494345d98d3c304f184f6582%7C0%7C0%7C638753954214035118%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=aCCpwO6kfN%2FOQps0uld4oMPA7YzGgWc9bxtqD9q9Ark%3D&reserved=0) Cared for Children identified for Philomena should be initiated at this stage.

**Child is Missing**

Police missing report received (Compact) by MASH and the Exploitation Team ([MissingTeam@torbay.gov.uk](mailto:MissingTeam@torbay.gov.uk)) **OR** A placement outside of Torbay reports to EDS or an allocated social worker that a child is missing (no police compact received.)

The Exploitation Team upload all missing (and found) compacts to LCS in the Additional Information tab.

**Child Not Open to Social Care**: missing episodes for children who are not open to Social Care will be created and rerviewed as a contact by (MASH)

**Child Open to Social Care**: where there is information of concern that may require case discussion – missing episode will be forwarded to allocated worker and Team Manager

**Child Returns or is Found**

The Exploitation Team ([MissingTeam@torbay.gov.uk](mailto:MissingTeam@torbay.gov.uk)) uploads the details of how / when the child was found on LCS in Additional Information. Return Home Conversation process is initiated.

**Please refer to Return Home Conversation Guidance and Process below.**

Police receive report that the child has been located. They then forward it to [MissingTeam@torbay.gov.uk](mailto:MissingTeam@torbay.gov.uk) to be uploaded.

Social Worker receives report that the child has been located. They inform the police and forward the details to [MissingTeam@torbay.gov.uk](mailto:MissingTeam@torbay.gov.uk) to be uploaded.

**Child Open to Early Help**: Missing episode will be reviewed by MASH and a) continue with Early Help or b) escalate to Single Assessment. (Dependent on circumstances)

 All children missing from home or care:

Follow Philomena Protocol if applicable [Philomena Protocol | Devon & Cornwall Police](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.devon-cornwall.police.uk%2Fnotices%2Fpp%2Fphilomena-protocol%2F&data=05%7C02%7CKelly.Gosney%40torbay.gov.uk%7C2bd4b1da165a4afa0cb908dd4f564978%7C13577bd8494345d98d3c304f184f6582%7C0%7C0%7C638753954214035118%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=aCCpwO6kfN%2FOQps0uld4oMPA7YzGgWc9bxtqD9q9Ark%3D&reserved=0)

**Missing for 24 hours** - Managers Oversight on case record

**Missing for 72 hours** – 72 hour Missing Person Strategy Meeting (see Appendix 1)

**Missing 3 times or more in 12-week period** – Missing Person Strategy Meeting

**Weekly Multi Agency Triage reviews all missing episodes and Return Home Conversations**

**Liquid Logic Missing Episode Guide for EDS**

Report comes in for a missing child

Open Liquid Logic and navigate to the child’s page by using “Find” or the search function

On the right-hand side of the screen, click on “Add Missing Episode”

\*ALTERNATIVELY,\*

On the left-hand side of the screen, click on “Additional” and then scroll to the very bottom of the page and click “Add Missing Episode”

AL

**Complete the Missing Episode Form**

Boxes Required: Missing Details

* Missing Status: Select the correct option from a drop-down list.
* Episode Start Date: (Format: 01-Jan-2024)
* Reason Missing: Enter “Other” unless a reason is evident from the report.
* Main Reason Missing: Enter “Other” unless a main reason is evident from the report.
* Local Authority: Enter “Torbay”.
* Additional Information: Enter the circumstances around the start of the missing episode.

Boxes Required: Missing Person Location

* Location missing from: Enter the town/area that the child was in when they went missing.
* Location when gone missing: Enter what sort of address this is. (Home, Placement, Education, Community)
* Additional Information: Enter any other information that is relevant to the address.

**Don’t enter information in the risks section.**

Notify Roles

* Check that Social Worker is ticked
* Notify users: Select another user to be notified… - All Professionals and then search “Hinch” to find Tom Hinchliffe. Select Tom Hinchliffe which will take you to my information page. Then click “Confirm” and Tom Hinchliffe will be notified.

**You can now close the form by clicking “Update” in the top left. If the child has already returned click on Found on the left-hand side of the page.**

Report comes in that the child has been located

Open up the missing episode record again by navigating to the child’s page and on the left-hand side, selecting “Additional” and scrolling to Missing Person records. From here click on the episode.

**Update the Missing Person record – Under “Actions”. (May have to scroll down to see this section)**

Click on Found

Boxes Required: Found Details

* Episode End Date: (Format: 01-Jan-2024)
* End Reason: Select the correct option from a drop down list.
* Location Found: Enter where the child was located or any other relevant information.
* Outcomes: Enter the circumstances around the end of the missing episode.

**You can now close the form by clicking “Update” in the top left.**

**The Exploitation Team will finalise the episode by adding the RHC when it has been completed.**

**Torbay Children Return Home Conversations – Feb 2025**

**Introduction:**

This document outlines the arrangements and expectations for children who go missing in Torbay, and for Children Cared for by Torbay who are placed in other Local Authorities.

Working Togetherto Safeguard Children and statutory guidance Dec 2023 on children who run away or go missing from home or care EXPLICITLY states that every child who goes missing should be offered an Independent Return Home Conversation which should take place within 72 hours of their return.

The conversation should be held in a neutral place where the child feels safe.

The conversation provides an opportunity to hear from the child about why they went missing and to understand the risks and issues faced by the child while missing.

**Arrangements for the Return Home Conversation:**

For children living in Torbay, and up to 40 miles outside of Torbay – the child’s Return Home Conversation will be requested from Checkpoint.

If there are specific reasons why this may not be appropriate, the allocation practitioner for the child, the Exploitation Team and Checkpoint will discuss this. Any decisions for Checkpoint not to complete a Return Home Conversation will be recorded on the child’s file as a ‘Management Decision’.

For Children Cared for by Torbay who are placed beyond a 40-mile radius from Torbay, arrangements for Return Home Conversations should be clearly outlined in the placement plan.

Any information relating to vulnerability from missing episodes or child exploitation should have been shared with the Local Authority in which the child is placed as part of the placement planning process.

**CHECKPOINT RETURN HOME CONVERSATION PROCESS**

Child Reported Missing – police “MISSING” COMPACT notification received.

Child found – police “FOUND” COMPACT notification received

Exploitation Team loads MISSING notification to LCS – notification to allocated workers on LCS.

\*\*All missing and found notifications are also sent to Checkpoint, Torbay Education Safeguarding Service and Health Safeguarding Team.

Exploitation Team loads FOUND notification to LCS – notification to allocated workers on LCS.

Checkpoint contact the child/parent/carer to plan for the Return Home Conversation to take place.

Outcome of RHI sent to Children’s Services Exploitation Team and Police Missing Person’s Safeguarding Officer.

\*\*Any safeguarding concerns or complexities can be discussed at any point in this process, with relevant processes being triggered as needed.

\*\*Daily communication continues between Exploitation Team, Checkpoint and Police Missing person Safeguarding officer regarding updates on RHC planning and completion.

Weekly Multi Agency Triage reviews all missing episodes and Return Home Conversations

**NON - CHECKPOINT RETURN HOME INTERVIEW PROCESS**

Child Reported Missing – Child Reported Missing – Exploitation Team notified by allocated Social Worker/placement provider/police or Local Authority.

Exploitation Team loads MISSING notification to LCS – notification to allocated workers on LCS.

Child found – Exploitation Team notified by allocated Social Worker/placement provider/police or Local Authority

Exploitation Team loads FOUND notification to LCS – notification to allocated workers on LCS.

Allocated Social Worker is responsible for ensuring that the RHI is offered and takes place for the child. (See Appendix 2)

**Allocated Social Worker returns the outcome of the RHC to MissingTeam@torbay.gov.uk.**

Exploitation Team will track this.

Exploitation Team loads RHI to the child’s case record to finalise the missing person’s episode.

Weekly Multi Agency Triage reviews all missing episodes and Return Home Conversations

Appendix 1 – 72 Hours Missing Strategy Template



Appendix 2 – Non-Checkpoint RHI Template

