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| Children and Young People Missing from Home**,** Care and Education  Practice Guidance: Notifications, Process and Return Home Interviews  **……………………………………………………………………………………**  Children’s Social Care and Inclusion and Family Services |
| **Version:** V1.4  **Date:** 18th Nov 2019 |

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1. **Introduction**

This guidance sets out BCP Councils Children’s Services operational processes for notification and information sharing with regard to missing children within the BCP area and the criteria for the provision of the Return Home Interview. It should be read and implemented by all practitioners and managers working with children or young people who are currently missing or at risk of going missing and must be read in conjunction with the Pan Dorset Multi-agency Safeguarding Policy: [Children Missing from Care, Home and Education](https://pandorsetscb.proceduresonline.com/p_ch_miss_care_home_ed.html).

The aim of this guidance is:

* to reduce the incidence of all children and young people going missing and the risks associated with missing
* to prevent the missing child/young person suffering from harm and to recover the child/young person to safety as soon as possible.

The guidance covers all children and young people:

* living in the boundaries of Bournemouth, Christchurch and Poole Council (BCP Council)
* in the care of BCP Council placed outside of the local area

And applies in the following circumstances:

* children missing from home
* children missing from care
* trafficked children
* children missing education

The guidance and process for children missing with their families , including unborn babies is available as a [Pan-Dorset Safeguarding Policy](https://pandorsetscb.proceduresonline.com/p_ch_fam_go_missing.html).**ng with their families,**

1. **Governance Arrangements**

The Police are the lead agency in relation to missing children and are accountable to the Chief Constable and the Police and Crime Commissioner (PCC).

Local Authorities have statutory responsibilities for missing children and are required to co-operate with the Police. Other partner agencies, notably schools, colleges and health providers also have a critical role to play.

Dorset Police and BCP Council each have named leads who are responsible for children and young people missing from home, education or care.

Children and young people who go missing will be monitored through the following governance boards:

* Pan Dorset Safeguarding Children Partnership
* BCP Quality and Performance Impact Board
* BCP Corporate Parenting Board

1. **Definitions of ‘Missing’**

Dorset Police, as the lead agency for investigating and finding missing children, will respond to children and young people going **missing**. The police will prioritise all incidents of missing children as medium or high risk. The ‘absent’ category will not be considered as part of this guidance as this largely relates to Adults.

The Police definition of 'missing' is:

* **Missing -** 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 or another'.

DfE guidance to Local Authorities defines missing as:

* **Missing from care***:* a child or young person in care who is not at their placement or the place they are expected to be (e.g. school) and their whereabouts is not known.
* **Away from placement without authorisation**: a child or young person in care whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the Local Authority or the Police.

**Children and young people in care** **reported to the Police as not being contactable or their whereabouts unknown are automatically classed as ‘missing’.**

The Police classification of a person as 'missing' will be based on an on-going risk assessment. To determine if a child is ‘missing’ the police will take into account:

1. What is the specific concern in this instance?
2. What has been done so far to trace this individual?
3. Is this significantly out of character?
4. Are there any specific medical needs?
5. Are they likely to be subjected to crime?
6. Are they likely to be the victim of sexual abuse?
7. Are they currently at risk of exploitation?
8. Is there concern they may be trafficked?
9. Are they likely to attempt suicide?
10. Do they pose a danger to other people?
11. Is there any other information relevant to their absence?

Specific vulnerabilities exist for some children and young people; children and young people in care, those at risk of exploitation, associated with gangs and /or involved with offending, children subject to a S47 investigation, subject to a Child Protection Plan and children who are disabled.

Where a child is at known risk of going missing, an individual missing plan should have been developed, and this should be followed at every subsequent occasion. This applies equally to children at home or in care.

Children who may have been trafficked previously are at very high risk of going missing. There should be a proactive multiagency missing plan agreed in the event they go missing and this should be put into effect immediately their whereabouts are unknown. As a minimum this should be for immediate contact with Police and Social Care.

1. **Incident Reporting**

**4.1 Reporting of a missing child**

**If a child, young person is at immediate risk of harm this should be reported without delay to the Dorset Police on 999.**

In non-emergencies, the following should be informed of a missing child/young person:

* Dorset Police on 101
* BCP Children’s Services 01202 735046, Monday to Thursday 8.30 am – 5.15 pm and Friday 8.30 am – 4.45 pm. Out of these hours the number is 01202 738256 when the Missing Incident is categorised as High, the child young person is in care or the missing plan advises.

When reporting a child or young person missing to the police any relevant information must be shared, including:

* if there are any specific risks;
* if they have gone missing with family members or individuals known to present a risk;
* a description of the child/young person and the clothing they were wearing and a recent photograph;
* any mobile phone numbers;
* whether or not the missing child/young person uses social media;
* details of where the child/young person was last seen, when and with whom;
* relevant addresses, known associates and addresses frequented
* details of any previous absences – when, where, for how long, with whom, where found/when returned;
* the circumstances and any relevant information such as an argument, being bullied, self-harm, suicidal thoughts etc.;
* any other information that may be seen as increasing the vulnerability of the child/young person such as learning disability, if the child has previously experienced or considered being at risk of exploitation or trafficking.

**4.2 Child/Young person missing from home**

It is expected that all reasonable steps should be taken by parents or carers to locate the child or young person prior to making a report to the police. This includes:

* search bedroom/accommodation/outbuildings/vehicles;
* contact known friends and relatives where a child may be;
* visit locations that the child is known to frequent, if it is possible;
* calling or texting any mobile phone held by child or young person and leaving a message asking for contact;
* contact with school or school friends to gather any available information regarding the child’s whereabouts.

If a child/young person is open to Children’s Services, there will be occasions when the child/young person is reported missing by the allocated worker for the child/young person.

***At the point where a parent/carer/professional/person with or without parental responsibility considers the child to be missing, they should inform the police without delay on 101.***

**4.3 Children missing from Education**

Concerns may arise where children go missing from school during the course of a school day. The school or college should liaise with parents to see if the child’s whereabouts are known to then, attempt to contact the child to ask them to return and if not successful, report the child missing to P:ice. and where children do not attend school because they have been withdrawn (unless parents have elected to home educate) or have not been registered. All groups are potentially at risk.

Where children are absent from school the ‘First Day Contact’ ensures that schools are immediately in touch with parents/carers to advise on a child missing education and schools are expected to assist parents or carers in reporting the child missing to the police should this prove necessary. Vulnerable children should be prioritised as part of the process and if there is any cause for concern about the safety, a contact made to the Police and MASH.

**4.4 Child/Young person missing from care:**

When a child or young person in care goes missing it is the responsibility of the carer (Residential Care Staff or Foster Carer/SLP carer) to undertake the steps outlined above. When the carer contacts the police, it is important that they make it clear to the police that they are reporting the child/young person as missing (it is the call taker’s/supervisor’s decision as to whether a child is recorded as missing). The carer should always ask for, and record, the Police Incident Number. The Police will advise what actions they are taking.

BCP Children’s Services retains responsibility for children in the care of BCP placed outside of the BCP area. In these cases, the placement provider must comply both with this protocol and protocols local to their area. Other local authorities placing children within he BCP area will be required to comply with this protocol.

1. **Missing Incident: Risk Assessment**

The police will prioritise all incidents of children categorised as ‘missing’ from home or care as *medium or high risk.*

A missing child/young person incident would be prioritized as *'high risk'* where:

* the risk posed is immediate and there are substantial grounds for believing that the child is in danger through their own vulnerability; or
* the child may have been the victim of a serious crime; or
* the risk posed is immediate and there are substantial grounds for believing that the public is in danger.

A missing child/young person incident would be considered as ‘*medium risk’* where the risk posed is likely to place the subject in danger or they are a threat to themselves or others.

In determining the level of risk, in addition to the above, consideration needs to be given to:

* the age of the child and any illness/ disabilities
* previous behaviour and history
* whether the child has previously been trafficked
* any known risks of harm to the child including exploitation
* the emotional needs of the child, e.g. whether there has been any variation in their mood or whether they have expressed any intention to harm themselves or others
* whether the child is perceived as running to/from someone/something
* the risk of offending.

1. **Children and young people in care away from placement without authorisation**

Where the location of a child or young person in care is not known, they will be reported to the police as missing.

When a child or young person in care is staying at a known location for example with a friend or family, this will not normally constitute a missing episode if the assessment by Police and Children’s Social Care is that the child and young person is not at risk of immediate significant harm.

The Team Manager for the child or young person in care, in consultation with the Service Manager, will determine whether to allow the child to remain at that location, albeit temporarily, or to arrange for their return. Legal options for returning the child will be considered if required. If the decision is to arrange their voluntary return and there is reason to believe that there may be public order difficulties, the police can be asked to assist. Police assistance in these circumstances does not mean that the child is categorised as missing.

It is important that episodes are recorded as ‘away from their placement without authorisation’ in the child’s record, starting a dated/timed record of their contacts, risk assessment and decisions throughout the episode from the point that they are first aware of the child being away.

1. **Notifications and Actions to Locate a Missing Child/Young Person**

Every missing child is notified to BCP CSC MASH by the Police via email. This will include the outcome of the Police Safe and Well Check and other relevant information if the child/ young person has already been located.

The MASH Team Manager/ Assistant Team Manager will ensure oversight of missing notifications and will liaise / share information with the Police Missing Persons Team and consider any relevant information from BCP record systems. Decisions in relation to missing will be undertaken within 24 hrs or sooner if an immediate response is required.

For children reported as missing who are currently open to BCP Children’s Services, the missing notification will immediately be sent to the allocated worker and Team Manager. The missing report will also be sent to the Assistant Team Manager of the CSE/Missing Team who provide additional support and:

* contact the allocated worker
* liaise with the police and other agencies
* contact the family/carer and offer support, if this is appropriate
* take into account the circumstances relating to the missing episode (and return) in any on-going assessments and interventions

Where the missing child incident is considered at **‘medium risk’** and is not known to BCP Children’s Service or is known but not receiving services, they will be allocated to the CSE/Missing Team during the missing period and/or for a Return Home Interview and risk assessment. The worker will:

* contact the family and offer support. The focus of this support will be on the identified missing issues.
* determine whether there are wider needs to be addressed through an appropriate assessment such as Early Help Assessment or Social Care single assessment.

Where the missing child incident is considered a at *high risk* and at risk of significant harm, and is not known to BCP Children’s Service or is known but not receiving services, the MASH will immediately process the referral and transfer the case to the Assessment Team for a Social Worker to be allocated .

**7.1 High Risk Missing Incidents:**

**Children and young people high risk missing incidents require** the immediate deployment of police resources. As the child/young person may be at risk of significant harm the following steps will be undertaken:

* An immediate Strategy Discussion will be requested by BCP Children’s Services under s. 47 Children Act 1989 and at a minimum will include Police, BCP Children’s Services and Health. Education participation may be key in some cases.
* The strategy discussion will share knowledge about the child, their family and agency background knowledge. It will plan next steps and agree actions with timescales and responsibilities.
* A decision will be made whether the concerns reach a level for enquires to be made under S 47.
* A multiagency Review Strategy discussion should be held after 3 days and at regular intervals until the child is located.
* Police guidance makes it clear that a member of the senior management team or similar command level must be involved in the examination of initial enquiry lines and approval of appropriate staffing levels
* A media strategy will be agreed and contact with other agencies. The UK Missing Persons Bureau should be notified of the case immediately. CEOP should also be notified.
* A Need To Know notification must be completed by the relevant Children’s Services Team Manager and sent to the Service Manager, Service Director and Corporate Director for Children Services.
* Carers, Children’s Services workers, /CE/Missing workers must keep a full record of actions taken, messages received and given. A record of this **must** be maintained on the child’s file.

**7.2 Medium Risk missing incidents:**

For children/young people considered as medium risk, this requires an active and measured response by police and other agencies in order to trace the missing person and support the person reporting. This will involve a proactive investigation and search in accordance with the circumstances to locate the missing child as soon as possible.

If a missing child at medium risk is missing for 24 hrs, a ’ Need To Know’ notification must be completed by the relevant Children’s Services Team Manager and sent to the Service Manager, Service Director and Corporate Director for Children Services.

If a missing child at medium risk is missing for 72 hrs or earlier if deemed appropriate, BCP Children’s services will convene a *Missing Risk Management Meeting* This will be convened by either the allocated Children’s Team or CE Missing Team for children not previously open to Children Services. This will involve the police, carers, the child’s worker, and any other professional involved in the care of the child.

The meeting will:

* review what action has been taken so far by the police and other professionals and
* consider any relevant information or intelligence held by professionals
* review the level of risk and decide whether the category of risk should be escalated to High and/or consider if there are safeguarding concerns whether a section s47 enquiries are needed
* decide whether the child should return to their home or placement, or taken elsewhere, when located and plans needed to support this agree what action needs to be taken next by police and other professionals.
* Agree further such reviews will take place at least every five days thereafter or earlier, if deemed appropriate
* Ensure the need to know notification process is being followed and has been sent to relevant Childrens Service Director and Senior Managers and is regularly updated at 24hrs, 72 hrs etc
* Where a child or unborn baby is subject to a child protection plan, the relevant IRO CP Chair should be informed and if they are not found within 20 working days, the next review conference should be brought forward to consider whether any other action should be taken.
* Where a child is in care the Independent Reviewing Officer (IRO) should be informed and consideration may be given to bringing forward the next Child in Care review. Legal advice should be taken, and senior managers alerted in line with internal procedures.
* When a child who is subject to a Care Order has been removed from the UK the Child Abduction Section at the Foreign and Commonwealth Office should be informed immediately.
* Carers, Children’s Services workers, /CE/Missing workers must keep a full record of actions taken, messages received and given. A record of this **must** be maintained on the child’s file.

**In all cases, any worker with concerns about the response to the missing child or family should escalate these concerns using the** [Escalation Procedure](https://pandorsetscb.proceduresonline.com/p_escalation.html).

1. **Missing children who are found but do not wish to return**

Difficulties can arise when missing children are found but do not want to return. Where effective communication and persuasion have failed the use of a court order such as a Recovery Order should be considered where an assessment of risk and urgency allow.

Under the Children Act 1989, where there is reasonable cause to believe that the child is at risk of suffering significant harm the police can use Police Powers of Protection to take the child/young person to suitable accommodation which could include the home from which the child originally went missing. The use of any police powers should be lawful, necessary and proportionate. Where less intrusive options to return a child are available, they should be the first consideration. Coercive police powers should be used where risk and urgency make such use necessary.

There will be occasions when a child is found in a location that may be considered unsuitable, but where there would not be legal grounds for using Police Powers of Protection. In such cases, police and the accountable manager from the responsible Local Authority and parents will need to liaise to discuss what steps may be necessary in order to safeguard the child’s welfare.

1. **Children who are being held or encouraged to stay by others**

If a child is found with adults who are not supporting the child’s return, the police should consider advice or warning under the Child Abduction Act (1984), if it is appropriate.

Anyone who ‘takes or detains’ a runaway under 16 years old without lawful authority may be prosecuted under Section 2 of the Child Abduction Act (1984). The police may formally warn a person under the abduction legislation prior to prosecution and a subsequent marker may be placed against them on the Police National Computer (PNC) record.

1. **Reporting that a missing child is found/returned**

When a child is found or returns home parents/carers must inform the police and Children’s Services.

When a child or young person in care returns to their placement it is the responsibility of the carers to notify the police, the child’s Social Worker /Children’s Social Care.

The police will notify Children’s Services of the return of the child and any relevant information. They should also notify any other agency involved to reassure them of the child’s safety.

If it is apparent, on the return of the child, that they have been the victim of a crime whilst missing, or that they may be in danger or at risk from any person arising out of circumstances that have occurred whilst they were missing, a Strategy Discussion will be requested by BCP Children’s Services under s. 47 Children Act 1989 and at a minimum will include Police, BCP Children’s Services and Health. Education participation may be key in some cases.

This is vital for the protection of the child and for the speedy recovery of evidence. In such circumstances, the missing child’s clothing, mobile phone and trace evidence from their body, fingernails or hair may be crucial. In cases of sexual abuse, the child should be discouraged from washing and immediate advice sought from the police.

Any other situation which indicates that the child may have been subject to, or at risk of, significant harm, for example:

* where the child has been hurt or harmed whilst they have been missing (or this is believed to have been the case);
* where there is known or suspected risk of sexual exploitation/trafficking or contact with persons posing a risk to children, a referral must be made to the Local Authority in accordance with local safeguarding procedures.

1. **Police safe and well checks**

On finding a child, or on their return, a ‘Safe & Well' check will be undertaken by the police and the need for further police action will be considered. For high risk cases this debrief will be conducted by Police within 1 hour, all other cases within 3 hours or as soon as possible.

The purpose is to check for any indications that the child has suffered harm; where and with whom they have been; and to give them an opportunity to disclose any offending by, or against, them

If the safe and well check raises concerns, the police will report this to the MASH or OOHs Team. If the child makes an allegation of crime that occurred whilst they were missing or that contributed to him/her running away, the police will record this allegation and take appropriate action.

1. **Return Home Interview**

BCP Council are committed to children and young people who go missing being engaged in a return home interview process which is meaningful and individualised. It will be delivered by the most suitable skilled and trained worker. The aim is to identify risk and harm, and to work towards an outcome of reducing harm, risk and the frequency of missing periods.

Return Home Interviews (RHI) are the opportunity to listen to children and young people about why they run away, to identify harm, risks and issues they experienced while they were away and identify future risks. The RHI is the means by which we: identify harm and contextual risk factors including whether children and young people have experienced or are at risk of sexual and/or criminal exploitation, trafficking, radicalisation, engaged in gang related activity, criminal activity, alcohol and drug use, in contact with adults who pose a risk and whether they ran away with any other children or young people.

The RHI is also the means by which children and young person are supported to feel safe and take actions with them to prevent further instances of them running away, helping them make safer choices, understand the risk they face when they run away and to give them advice and guidance on how to stay safe if they run away again. The conversation with the child or young person needs to be open, honest and meaningful to enable us to safeguard and reduce risk and repeat missing periods.

There will be occasions where a missing period may be for a very short period of time or the circumstances of the missing episode may not require a return home interview. It will be important that RHIs are provided to those children and young people who need one in a timely, consistent, and proportionate and risk sensible way.

For some children and young people, talking with their allocated worker or someone they know well and trust, enables them to feel safe in sharing the most meaningful information which helps us understand why they have gone missing. For some children and young people, talking with someone they do not know well (Independent) is more helpful and supportive to them and leads to the same outcome. It will be important that all workers who undertake RHI are skilled and trained in delivering the intervention.The child or young person should be seen on their own unless they specifically request to have someone with them.

For children and young people open to Children’s Services teams, the decision will be made by the Team Manager, taking into account the wishes and feelings of the child or young person, whether the RHI is undertaken by the allocated worker or a co-worker within the same Team if there is the need to provide an Independent Return Home Interview.

For children and young people who do not have an allocated Children’s Services worker, this will be provided by an Independent Youth Worker or specialist worker in the Missing and CE Team

* 1. **Return Home Interview Guidance**

A report will be sent by police following the 'Safe & Well' interview to the MASH.

All children who have been missing will be considered for an RHI which will be undertaken within 72 hrs f the child’s return. The following RHI guidance allows for professional judgement and some children will not be offered an RHI where their needs do not indicate the need for a response.

RHI’s will be provided for all children who:

* **Have been missing overnight for 6 hours or more (i.e. covering any hours between 12am-6am)**
* **Had one missing episode over 9 hours from last seen to time found**
* **Has been reported missing on two or more occasions within the last 4 weeks**
* **Has been hurt or harmed while they have been missing**
* **Is at known or suspected risk of criminal and/or sexual exploitation or trafficking;**
* **Is at known or suspected risk of involvement in criminal activity or drugs;**
* **Has contact with persons posing risk to children; and/or**
* **Has been engaged (or is believed to have engaged) in criminal activities during their absence**

**For children and young people who are currently open to BCP Childrens Services**, the Team Manager for the child or young person will decide whether the RHI will be completed by the allocated worker or where needed, a co-worker within the same team

Where the notification relates to a child found in our area placed by another Local Authority the details will be forwarded to the responsible Local Authority allocated worker for follow up. The Police notification and a record of the communication will be saved to the child’s record, but no missing episode record is needed.

The other Local Authority will be asked to send a copy of the RHOI for the child whether it may identify concerns within the BCP area.

**12.2 Return Home Interview Process:**

*For children and young people open to services:*

* The missing report is opened as a Contact by the MASH and sent to both the allocated worker and Team Manager if open to Children’s Services and the CE and Missing Team. The CE and Missing ATM will review the missing episode and where necessary if the child/young person has already been located, complete a recommendation as to whether an RHI is required or not based on risk and vulnerability.
* The Team Manager will make the decision whether an RHI is undertaken and by whom and will ensure completion of the records. Team Managers hold responsibility for the decision-making for RHIs and do not have to wait for the recommendation of the CE and Missing team .

*For children and young people who are not open to services:*

* For medium and low risk missing episodes , the MASH Contact record will be sent to the First Response Early Help Decision Maker. **All High Risk missing will go straight through to the MASH triage manager.**

* The CE and Missing team will complete the Missing Record and CE Screen. CE Screening is dependent on case by case basis and will be completed by the CE and Missing Team if one has not already been completed or is out of date.
* The CE and Missing Team ATM will hold accountability for the delivery of RHIs for children and young people at medium and low risk missing and not open at the point of contact. If an RHI is required, this will be delivered by the Youth Worker or specialist worker from the CE and Missing Team within 72 hrs . The RHI will include SoS mapping, safety goals and safety planning as part of the process.
* Depending on the outcome of the RHI and CE Screening, children and young people may be referred to Early Help for an Early Help assessment or if there are significant concerns a referral made to Children’s Social Care. The CE processes will be followed by the receiving teams in terms of assessing and holding a multiagency planning meeting for the child or young person. Wherever possible parents/carers and to child or young person will need attend their meetings to build Safety Network and Plan.

*For children and young people open to Children Services*

* The Team Manager for the child or young person will decide whether the allocated worker/social worker will complete the RHI or whether it is more suitable for another worker in the team to complete the RHI. The RHI must be undertaken within 72 hrs. .The Team Manager for the child or young person will request that the CE screen is completed by the allocated worker if this is not already completed and make a decision whether a CE assessment is required based on the outcome of the screening. The CE process will then be followed depending on outcome and whether emerging, medium or significant risk has ben identified.

All RHIs will be monitored by the CE and Missing team and then sent with the CE screen to Police for Intel and mapping.

**12.3 Return Home Interview: Specific Situations**

* **Repeat Missing Episodes**: Where a child goes missing frequently, it may not be practicable to undertake an RHI every time they return. In these cases, a reasonable decision should be taken in agreement between the police and the child’s parent or carer, or Children’s Services Team Manager and Worker, with regard to the frequency of Return Home Interviews for example, whether a Return Home Interview can be used for several missing episodes which may have occurred within a 7 day period. Consideration must be given to the link between frequent missing episodes and serious harm. The reason for the decision not to conduct an RHI should be recorded on the case files.
* **Trafficked children** – immediate steps must be taken to secure their safety as necessary and their Missing Plan updated and shared. A referral must made to the National Referral Mechanism by the allocated worker from Childrens Services

**12.4 Return Home Interview Outcomes:**

Where needs and vulnerabilities are identified, an appropriate assessment should be completed or updated, and services identified or provided as required. Where a child is allocated to a worker in Children’s Services, their plan should be reviewed, and action taken as necessary If no update is needed, the review with no changes should be recorded. In particular, any missing plan should be updated. The child’s placement plan and missing plan should be reviewed and updated, and their care plan reviewed if necessary.

Support and interventions may be focused on the individual child, the child’s home/placement or by targeting ‘push or pull’ factors in the community. Support can include interventions to:

* increase the child’s/young person awareness of the dangers of running away and the issues young runaways face;
* build up a trusting relationship leading to opportunities to identify the issues that made them run away from home or care;
* help the child/young person to seek safer solutions to deal with their issues other than running away;
* address relationship difficulties in the home;
* Use disruption strategies to address inappropriate relationships or activities.

There are particular push and pull factors likely to affect children in care, including a wish for more contact or to return home, or due to unhappiness in placement caused by carers or other children in placement. Care must be taken to understand this and to review the child’s care plan as necessary.

1. **Children who have repeat missing periods:**

Where a child or young person has had 2 or more reported missing episodes in a 4-week period a multi-agency meeting should be convened to review and develop an individual missing plan.

If the child is not open to Children’s Services, the CE and Missing Team will complete a referral request for the case to open to either EH or Children’s Social care depending on the level of risk and harm to the child/young person.

The meeting should include:

* guidance on when to report the young person as away from placement without authorisation and when to report them as missing with time frames;
* recommendations on the minimum enquiries to be conducted by the Local Authority;
* recommendations on the minimum enquiries to be conducted by the Police;
* on-going arrangements for safe and well checks and return interviews;
* a missing plan to address the long-term issues.
* evidenced based intervention by CE Missing Team/ Childrens allocated worker

1. **Data Monitoring**

The CE and Missing team will hold weekly meetings with the Police IMPACT team for Intelligence and Mapping. CE team to record any agreed actions on case files.

A daily Missing report will be circulated by MIT to Team Managers and Service Mangers for Children’s Services

A weekly missing monitoring report will be circulated to by MIT to Team Managers and Service Mangers for Children’s Services which will show which RHI have been completed and those still needing action. It will be the Team Managers responsibility to ensure these are updated within 5 working days of the child return.

A missing children data profile will be reported on a monthly basis at QPIB including provision, quality and delivery of RHI’s against the above criteria.

1. **Quality Assurance**

* Service Manager and ATM with responsibility for Missing and CE work to undertake monthly QA and audits on CE screens, RHIs and MACE minutes to track risks, outcomes and quality of practice.
* This will be reported on a quarterly basis to CDMB and QPIB.