



Process

The Social Worker receives information about child gone missing either from a Foster Carer or through another source. Following the notification, the Social Worker refers to practice guidance for further reference.

If it is the case of 'away from placement without authorisation', the Social Worker discusses and agrees any actions required with their Team Manager. Actions recorded as Case Notes.

If the case is recognised as 'Missing Child', the Social Worker adds the missing person record onto the child's demographic screen. The Social Worker further completes the missing person details and sends the case to the CSE missing work tray and notifies the Group Head and their own Manager .

The Social Work completes Sandwell's stand-alone form, Significant Incident form, which is emailed to the Director of Children and Families with their manager copied in.

After the case has been shared with the Manager and the Group Head, the Social Worker and their Manager start developing the Missing Child Action Plan. The Action Plan is then added to the child's case notes by the Social Worker and the Manager.

Once the child has been found, the Social Worker notifies the CSE team with the exact time and date. The CSE team will arrange the Return Interview and ensure the CSE Screening Tool is completed .

The CSE team inform the Social Worker of the Return interview and the Social Worker updates the Missing Child Record, ensuring the exact time of return is included in the note. Finally, the Social worker completes the process by clicking 'Finalise Missing Person record' therefore closing the Missing Child Record.

Special consideration

If, at an early stage, the case that is assessed as 'away from placement without authorisation' becomes a 'missing child' scenario, then follow process. (Refer to process guidance for further detail)