**\*\*NOTE\*\* The red writing is a guide for completion, please delete prior to submission.**

**Please write in every box, even if “Not applicable” (“N/A”) is appropriate**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CSE Risk Level** | | *This is identified from CSE screening tools.*  *Consideration should be given to submitting screening tool if not already completed.* | | | | |
| **Missing Person Consulted?**  **Yes / No** | | *Please highlight whether this Trigger Plan has been designed with the input of the subject; it is best practice to consult with them and make them aware of the actions that will be undertaken. If there is a specific reason why this has not been done please explain the rationale.* | | | | |
| **Forename(s)** | |  | | | | |
| **Surname** | |  | | | | |
| **Date of birth** | |  | | | | |
| **Nationality / first language** | |  | | | | |
| **Description** | | *Include as much detail as possible (including any tattoos or distinctive information).* | | | | |
| **In/out residential Care?**  **Care Status** | | *Include whether in or out of care and detail of current care status (sec 20, Sec 31, Sec 17, or sec 47).* | | | | |
| **Current Address**  (& Name /Contact details for Carers and next of kin) | | *Home address or placement address, if in care.* | | | | |
| **Missing Person’s Phone Numbers** | | *Any Contact details known for missing person* | | | | |
| **Missing Person’s phone make& model** | | *This may assist Police in locating the person sooner* | | | | |
| **Missing Person’s Email address/Social Media accounts & user names** | | *Any Contact details known for missing person including email, social media accounts and computer applications to include any known usernames. (eg, Facebook etc)* | | | | |
| **Missing Person’s Bank account details** | | *Any details known for missing person* | | | | |
| **Professionals involved**  (& contact details) | | *Details for relevant Professionals who may need to be contacted during missing episodes. To include Social Worker / Mental Health workers / Doctor /Family Support workers etc.* | | | | |
| **Associates / employers / frequented locations / previous found locations**  (& contact /address details/ nature of relationship for each person where known) | | *This is to assist with locating the person when missing. Please include as much detail as possible regarding each named person; to include addresses and contact details. Where addresses are general locations, eg “Park”, please provide full descriptions to identify location, eg “Park to rear of Tescos Express on xxx road etc”*  *Please include detail regarding the nature of relationships and any known risks posed by these individuals. Please highlight if persons are* ***suspects / perpetrators****.* | | | | |
| **Do they drive / own Vehicles?** | | *Provide details of any known vehicles either driven / regular passenger in* | | | | |
| **Mental health / self-harm concerns?** | | *Provide detail of the nature and timing of any identified concerns (eg historic / 2 weeks ago etc)* | | | | |
| **Any Disabilities / communication issues?** | | *Provide details of any known disabilities – Physical and learning disability, or any other issues with communication* | | | | |
| **Missing/behavioural triggers?**  ***(Anything to assist with supporting a calm interaction with the missing person.)*** | | *Provide details of any known triggers for them going missing. Or, triggers for changes in their behaviour or anxiety levels. This may include any key dates or anniversaries, any other useful information specific to them, which would serve to de-escalate the situation, or avoid escalating it. (E.g this could be the anniversary of a death, or that that they do not respond to males, or perhaps they become distressed when travelling in the back of a car etc….It could also be things they like)* | | | | |
| **Background summary & any Exploitation concerns** | | | | | | |
| *Please provide a concise summary of background information regarding the person, including a brief Social Care background and any additional information which may assist in locating the person and appropriately / sensitively dealing with them*  *Please note, this needs to be just enough information to provide the Police with an overview and does not require a detailed history. Please only include anything which would be relevant during a live missing episode, or to assist Police with determining a correct risk assessment.* | | | | | | |
| **Summary of all Identified RISKS**  **(\*\*Posed to missing person & professionals engaging with them\*\*)** | | | | | | |
| *This is to assist the Police with identifying the correct risk assessment required for any missing episode. Please include any known risks posed* ***to*** *the missing person*  *This area should also be used to identify any risks posed* ***by*** *the missing person to professionals or others dealing with them. (Eg, Needles, violence, contagious disease etc).* | | | | | | |
| **MISSING RESPONSE / ACTIONS**  **(DURING & AFTER MISSING EPISODE)** | | | | | | |
| *These are the actions to be taken when person is missing. This includes actions to report the episode, to facilitate the search, as well as actions upon the person being located. This may include where the person should be taken upon being found, as well as other considerations specific to the person (Eg. PPO / Evidence gathering / Arrests etc).*  *The purpose of this is to support the police with a correct course of action and response should a missing episode occur outside of normal working hours.*  *Can you suggest appropriate wording for Police to use in their initial TEXT MESSAGE to the missing person? Is there something you know they will/will not respond to?*  *Please include your views on the use of ‘missing’ press releases / media campaign. This will still be assessed on a case by case basis.* | | | | | | |
| **Completed By:** | **Name** | |  | **Completion Date :** | |  |
| **Agency** | |  |
| **Contact number** | |  |
| **Once completed, please forward to:** [**missing&mentalhealthteam@gloucestershire.pnn.police.uk**](mailto:missing&mentalhealthteam@gloucestershire.pnn.police.uk) | | | | | | |
| **(\*\*For Police use only\*\*)**  **Predefined Missing Risk Assessment** | (\*\*For Police use only\*\*)  \*\*It is rare that this box will be used. It is reserved for situations where it has been identified that the risk posed to a person is so significant that a pre-determined risk assessment is necessary.  (Rationale must be evidenced in background info and this will be under regular review)\*\* | | | | | |
| **MISSING TEAM SERGEANT ENDORSEMENT & REVIEW** |  | | | | **Date :** |  |