**Torbay Children Missing from Home or Care – Flowchart**.

**Child Missing**

**(Any child under 18 years or relevant child)**

**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.

**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.

**TORBAY MISSING WORK FLOW**

Police missing report received (Compact) by MASH

If the allocated Social Worker finds out that the child is missing before the Police (i.e. through notification by a parent, or friend) the SW must report the child missing to Police by calling 101. The Social Worker should also immediately inform the Missing Coordinator who will upload the episode on to Paris.

Allocated cases: missing episodes from Police Compacts for all cases open to a Social Worker will be started on Paris by the Missing Coordinator and notified to the SW.

Non-allocated cases: missing episodes for children not open to Social Care will be logged as a contact by (MASH) and passed to Missing Coordinator to upload to Paris

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| The SW Team is responsible for ensuring the following safeguarding process for every allocated missing child | | Cases | Frequency | Recording |
| Risk Assessment | All open cases should have an up to date risk assessment clearly recorded on file | All open cases | Every 3 months or as risk changes | Risk assessment form |
| Strategy Discussion | Cases that require an immediate safeguarding response should be subject to a strategy discussion with police and other agencies such as the Youth Offending Team, Education and Health who may have important information. | Children Looked After (MFC) | 24 hours of missing report | Strategy discussion record in Paris |
| MFH not allocated | 24 hours of missing report |
| MFH allocated | 24 hours of missing report |
| Strategy Meeting | A strategy meeting with police and other involved agencies who may have important information to share in locating the missing child and action planning to keep them safe when returned. | All Children | 72 hours of missing report | Strategy meeting  recorded in Paris |
| TRIAGE | TRIAGE is a multi-agency group which leads, reviews and recommends actions in relation to children and young people who have had a reported missing episode. | All cases | Monthly meeting. 1st Tuesday of every month. | CEMOG meeting and actions recorded on PARIS in Casenotes |

MFC – as soon as the SW team are informed that a child is missing they must pass all relevant information on to the Missing Coordinator who will upload it to Paris.

If child not located within 24 hours referred back in for actions below

**Child returns / is found**

The Social Worker informs the Missing Coordinator who then records details of how / when the child was found on Paris ‘missing episode’ case note. MFC and MFH in Torbay RHI conducted by Checkpoint. MFC in other local authorities conducted by Social Worker and sent to Missing Coordinator who will upload to Paris.

RHI completed and uploaded to Paris by Missing Coordinator - alert sent to SW to review the RHI and consider any recommendations.