**VEMT PROCESS –**

**Police Missing Persons Trigger Plans**

REQUEST COPIES OF MISSING PERSONS TRIGGER PLANS

VEMT Coordinator to compose the missing children section for the weekly VPG agenda, to include children meeting the following criteria: missing episodes assessed as high risk by police / R&C top missing (3 or more episodes in 30 days) / 3 or more missing episodes in 90 days / 3 or more NAR missing episodes in 90 days / missing episodes for active VEMT cases / missing episodes over 72 hours / live missing episodes.

VEMT Coordinator to email police missing coordinators to request copies of missing persons trigger plans for those children to be discussed at the weekly VPG meeting due to their missing episodes.

When a copy of missing persons trigger plan is received, the VEMT Coordinator to email a copy to:

Social worker, team manager and IRO (if involved) – for their information

VEMT apprentice – to add the weekly VPG agenda and upload to child’s LCS record.

VEMT coordinator to add a case note to the child’s LCS record, either VEMT case note (if an active VEMT case) or missing episode case note (if not an active VEMT case) to record the receipt of the missing persons trigger plan and notify the social worker, team manager and IRO (if involved).

UPDATES TO MISSING PERSONS TRIGGER PLANS

REQUEST A MISSING PERSONS TRIGGER PLAN TO BE CREATED

Case discussed at VPG and where there is new or updated information to inform the missing persons trigger plan, or VPG determine a missing persons trigger plan is required (meeting the agreed criteria), this action will be recorded for the VEMT coordinator.

VEMT coordinator to email the police missing coordinators to advise of any updates to the missing persons trigger plan, or to request a missing persons trigger plan to be created. Copy of email to be forwarded to social worker, team manager and IRO (if involved).

VEMT coordinator to add a case note to the child’s LCS record, either VEMT case note (if an active VEMT case) or missing episode case note (if not an active VEMT case) to record the required updates to the missing persons trigger plan or that a missing persons trigger plan is requested, and notify the social worker, team manager and IRO (if involved).

VEMT – Vulnerable, Exploited, Missing or Trafficked

Redcar and Cleveland are committed to keeping all our children safe from exploitation.

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