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**North Somerset Council**

**Children’s Services**

**Missing from Home or Care Protocol**

**March 2022**

**Review March 2024**

To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional need

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## Introduction

This protocol has been established to meet the requirements set out in the Department for Education’s “Statutory Guidance on Children who Run Away or go Missing from Home or Care”[[1]](#footnote-1). It should be read in conjunction with the [Children Missing from Care, Home and Education (proceduresonline.com)](https://www.proceduresonline.com/swcpp/northsomerset/p_ch_miss_care_home_ed.html) (November 2019).

This protocol sets out the requirements for Children’s Services to manage any contact it receives in respect of children who are missing from home or care.

The following definitions, which have been adapted from that used by the Association of Chief Police Officers (ACPO)[[2]](#footnote-2) will apply when using this protocol:

* **Missing**: Any child or young person under the age of 18 years whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests they may be the subject of a crime or at risk of harm to themselves or another person.
* **Absent**: Where a child or young person under the age of 18 years has left home, placement or the location they are required or expected to be by their parent or carer, but their whereabouts is known though not agreed to by those responsible for their care. or may be quickly established through contact with family or friends or are unknown but the child or young person is not considered at risk. Sometimes children stay out longer than agreed to test boundaries which is well within the range of normal teenage behaviour.

Other examples of situations where absence will apply are:

* Briefly running away after a dispute.
* Failing to return on time.
* Staying at a known location with a friend.

These children have taken ‘unauthorised absence’ and would not usually come within the police definition of ‘missing’. Instances of unauthorised absences should NOT be reported to the Police. If a child’s whereabouts is known, then the Police will not consider them as ‘missing’ (unless the absence causes concern for the safety of the child or there is potential risk to the public). When a child is categorised as an unauthorised absence the Police cannot enforce the return of a child. They have no power to do so if the child does not appear to be at risk.

Children or young people who are absent from their placement can be a matter of considerable concern to their carer’s and there is a need to locate them and ensure they are safe. This can be thought of as being on a continuum, with there being little cause for concern at one end, and with significant cause for concern at the other. Children and young people who are a few minutes late home from school would not normally give rise to concerns; they may have missed the bus, or they may be exhibiting normal adolescent boundary-testing, to establish the parameters of acceptable behaviour, or to show their disagreement with aspects of their placement.

It is not helpful to consider every momentary absence as warranting a formal missing person report. The Police are entitled to expect parents and carers, including staff acting in a parenting role in care homes, to accept normal parenting responsibilities.

Children who are breaching parental discipline should not be dealt with by the Police unless there are other risks. For example, a child who is late home from a party should not be regarded as missing until the parent or carer has undertaken enquiries to find out if the child is still at the party or has gone to a friend’s house. Once those enquiries have been completed, it may be appropriate to report the child as missing.

If the assessment is that there is no apparent risk for their immediate safety, but they are away from their placement without permission, it is still important that foster carers or residential settings providers inform the child's social worker as soon as possible and that these incidences are recorded by the foster carer, as the child may subsequently go missing.

If the child’s whereabouts is known or suspected, a joint decision will need to be made by the foster carer and fostering service residential provider and child's social worker, if possible, as to whether to allow the child to remain at that location, albeit temporarily, or to seek their return.

A clear assessment needs to be made in each individual case as to the length of time that elapses before a child who is deemed unauthorised absent needs to be re-categorised as missing. All unauthorised absences must be kept under regular review by the provider. It is important to consider whether there have been any changes to the possible risk factors considered in the Risk Assessment that would increase the risk of harm e.g., the child requires medication at a set time, weather conditions have severely deteriorated, etc.

Practitioners and managers will determine whether a Return Home Interview (RHI) would be helpful in cases where a child or young person has a history of unauthorised absences. Where a decision is taken to conduct a RHI in cases of absconding and/or unauthorised absences, the same process will apply under this protocol as for a missing child or young person.

Where a child or young person is persistently having or has had three plus missing episodes, a multi-agency professional meeting should be convened to consider the next steps to protect the child or young person and enable their family/carer to keep them safe. Further consideration should also be given to convening a family meeting. The purpose of the meeting is to bring the family support network together with professionals to better understand the factors relating to the child or young person going missing and how we can best work together to reduce the risks connected with them going missing.

**Multi-agency working**

To ensure high quality integrated working and joint responses when a child goes missing, all agencies will:

• share information in a timely and lawful manner.

• base decisions and actions on missing children risk assessments.

• make appropriate referrals to agencies for services for children, including child protection referrals where the child is at risk of significant harm.

• work jointly to share information and intelligence that enables the development of services for missing children in North Somerset.

• ensure staff have the right training and support to carry out their role under this protocol.

**Information sharing and data analysis**

Working together says ‘Information sharing is also essential for the identification of patterns of behaviour when a child is at risk of going missing or has gone missing, when multiple children appear associated to the same context or locations of risk, or in relation to children in the secure estate where there may be multiple local authorities involved in a child’s care. It will be for local safeguarding partners to consider how they will build positive relationships with other local areas to ensure that relevant information is shared in a timely and proportionate way.’ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

In order to implement this protocol and ensure that children who run away or go missing are kept safe, all agencies will share information about missing incidents and the circumstances surrounding them.

North Somerset Council collects and collates information about children who go missing from home, care, and education, and also children from other local authorities, who have been placed in North Somerset. The information is shared with partners in the Police, Children’s Safeguarding, Youth Offending Service, Health and Education. This ensures agencies can offer the right support, at the right time and in the right place. This will lead us to see potential patterns and trends of missing episodes and how it links with risks such as child sexual and criminal exploitation, modern slavery, trafficking and gang activity in North Somerset.

A quarterly report analysing the missing children’s data is presented to the North Somerset Safeguarding Children Partnership via the Contextual Safeguarding Children’s Subgroup so that partners are able to scrutinise the quality of the multi-agency response to missing children and ensure that these children are receiving the help they need to safeguard and promote their welfare. This data will also be provided to front line staff to inform care planning and decision making on individual cases.

**Information sharing with other local authorities**

• Where it is known that a North Somerset child has gone missing in another local authority area, the Police will contact the Police in that area and North Somerset will notify the local authority. <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

• Where families go missing, North Somerset’s Children’s Services will send out notifications to all other local authorities giving details of the family.

• If a child from another area is found in North Somerset, the council will notify the home local authority.

• North Somerset will also share any intelligence regarding child exploitation and criminal exploitation with neighbouring local authorities.

**Agency roles and responsibilities**

North Somerset Safeguarding Children’s Partnership will:

• Approve and support the training to support the implementation of the children’s missing protocol.

• Collate and analyse data of ‘Child Missing’ activity to improve responses and service provision.

• Scrutinise the multi-agency response to children who go missing.

The relevant identified subgroup will be the main forum for the development, monitoring and review of the protocol, and all agencies will be expected to contribute information as part of the data analysis. The group will report regularly to the Partnership to ensure that all partner agencies are carrying out their role under this protocol and that the protocol is achieving the aim of keeping children safe.

## 1. Missing Children Notifications to Children’s Services

1.1 When a missing child notification is received by the Front Door team from any person or agency, checks will be undertaken to determine if the child or young person is currently open to any team within Children’s Services.

1.2 If the missing child or young person is a child in our care, the Front Door team will forward the notification to the allocated practitioner for the child or young person who will then be responsible for creating and progressing the missing episode on the child or young person’s electronic case record.

1.3 For all other children reported as missing, the Front Door team will create a missing episode and task the RHI and the missing episode to the Family Wellbeing Service, for them to progress the RHI. If the child is open to Childrens Services, Family Wellbeing or the Youth Offending Service, the Family Wellbeing duty worker will alert the practitioners working with the child or young person of the missing episode. The Front Door team will keep the missing episode in the task tray “Missing Children and Young People” to have oversight of the Family Wellbeing Service undertaking the RHI for children not in care and Junction 21 Service undertaking those RHI for children in our care. It is important that the receiving manager is informed of any known risks identified when the RHI is sent to their service for completion.

1.4 If the missing child or young person is not currently open to any team within Children’s Services, and they have been deemed missing for 24 hours or more, then the Front Door team will contact the family and seek consent from those with parental responsibility to speak with other agencies and make relevant checks so that an informed assessment of risk can be made, and discuss with them if a referral should be made to Children’s Social Care or Family Wellbeing Service. The Front Door team will also create a missing episode. The RHI will then be tasked to the Family Wellbeing Service to be progressed once the child is found.

1.5 If the child or young person is not currently open to any team within Children’s Services, and they have been deemed missing for less than 24 hours, then the Front Door team will start the missing episode and forward the missing details to the Family Wellbeing Service who will make contact with parents or carers to seek their consent to speak to their child, (if the child is under 16), to offer a RHI with them. This will help inform any risk and identify any support that the family may want.

If agreed, the RHI is assigned to a practitioner to complete with the child. On completion of the RHI the manager will then decide which is the most appropriate service to progress any referral. If the level of risk or need requires a response from Children’s Social Care, then a referral along with the details of the missing episode will be made to the Front Door.

If the missing interview is declined the manager will give their management oversight to decide if further action is needed*.*

1.6 There will be instances where notifications regarding missing children and young people will be received outside of working hours. Where the Emergency Duty Team receives a missing child notification, they will be responsible for progressing this in accordance with the daytime procedure set out above for the Front Door team with the following differences:

1.6.1 Where the next working day occurs between 16 to 47 hours, the out of hours social worker will also be responsible for contacting the child or young person to determine if they would like their current worker (if allocated one) or an independent person to conduct their RHI. Consent must also be obtained by their parents or carers (unless they are a child in the care of North Somerset Council whereby consent is always assumed). This will then be progressed to the child’s allocated practitioner; or

1.6.2 Where the next working day occurs in 48 hours or more, the out of hours social worker will be responsible for offering and, if accepted and consent given, conducting the RHI with the child or young person and completing this and the Child Exploitation Risk Assessment   
(**Appendix 2).**

This should always be done in person unless the child is looked after and is living at a significant distance outside of North Somerset. In this instance, the out of hours social worker will consult with their line manager as to whether it is more appropriate to offer an initial phone interview to establish their safety and wellbeing. Following any phone interview, the child or young person must be informed that a practitioner from North Somerset Council Children’s Services will be in contact on the next working day to offer an in-person interview.

1.7 Strategy meetings must be conducted in conjunction with the deemed risk to the child but no longer than 3 days/72 hours later, whenever a child or young person has been deemed missing for 24 hours or longer in accordance with the Statutory Guidance on Children who Run Away or go Missing from Home or Care[[3]](#footnote-3). Strategy meetings must also be conducted whenever information suggests a child or young person is at risk of significant harm due to the circumstances in which they went missing or had an unauthorised absence.

## 2. Return to Home or Care Interview (RHI)

2.1 Once a child has returned home the Police will complete a safe and well check and then the local authority will offer a RHI which must be offered and completed within 72 hours. Therefore, it is important to:

* determine how and where the RHI will be completed
* decide who will conduct the RHI; and
* obtain consent – from a parent or carer and the child if 16+

as quickly as possible.

2.2 When a child or young person is offered a RHI it must be handled in a manner that allows them to feel as safe and comfortable as possible. This may mean being creative as to where you offer to meet them and by which means the interview takes place, such as via phone call or video call. Any person undertaking a RHI must be mindful this is an opportunity for a child or young person to speak openly with another person outside their home about why they were missing in order to provide the best level of support and intervention to help prevent them going missing again in the future.

2.3 If a child or young person refuses a RHI, this must be clearly recorded on the RHI form on the electronic recording system. The practitioner will then mark on the child’s missing episode that the interview was offered, but not accepted. The date of the interview is to remain blank on the episode as it did not occur, and reasons for this can be reflected in the “Additional Information” section of the episode. The worker must make their best efforts to offer further support services which the child or young person can choose to access as listed in [Section 6](#_6._Recommended_Support) of this protocol. Please refer back to **section 1.5**.

2.4 Consent for a RHI must also be obtained by a child or young person’s parents or carers where they are under 16 years of age. This does not include children in care where North Somerset Council is the corporate parent as consent will always be assumed in these cases. Where a parent or carer refuses consent, the reasons for this need to be obtained and recorded on the RHI form on the electronic recording system. This will also need to be considered as part of the risk assessment to determine if this indicates that the child or young person is at risk of significant harm.

2.5 In all cases, including where a child or young person refuses an interview, their parents or carers should be spoken with, and their responses included in the RHI form on the electronic recording system before this is completed. They should always be offered some form of support, either from Children’s Services or from another service listed in [Section 6](#_6._Recommended_Support) of this protocol.

2.6 If the child or young person is in care, then their social worker must contact the child or young person and ask whether they want their social worker to conduct their RHI or an independent person. If the child or young person requests an independent person, this request must be made to the most suitable organisation within 24 hours (see [Section 6](#_6._Recommended_Support)). Although consent is not required from the child or young person’s foster carers or care provider to conduct a RHI, their views must be obtained as part of the interview process. Full consideration must also be given as to whether and when it may be appropriate to inform a child’s parents that their child has returned safely to where they are living in our care.

2.7 If a child or young person is in care, then their social worker must also ensure that the supervising social worker in the Fostering team is informed.

2.8 Where a RHI is referred to an independent organisation, the child’s missing episode will remain with the allocated practitioner who will reflect in the risk assessment who will complete the interview, along with a case note reflecting when the request was made. It is important that the receiving manager in the independent service is informed of any known risks identified when the request for a RHI is sent.

2.9 If after 72 hours the social worker has not received a response from the independent service, they must follow up with them to determine if the interview took place and obtain a brief detail of the outcome. This should be noted in a case note on the child’s electronic record along with when the detailed notes from the interview will be available.

2.10 If the social worker has not received any response after three working days following the date of which the RHI was to take place, they must inform their team manager in order to progress the matter further with their counterpart in the independent organisation.

2.11 Once the RHI notes have been returned, the practitioner must open the RHI form on our electronic recording system, input the interview details and then mark it as completed.

2.12 If the child or young person is open to Children’s Services, then the duty worker will contact the parent or carers to ask if the child or young person would like an independent person to conduct their interview or if they would prefer the practitioner already working with them. If the child or young person requests an independent person, then the interview will be conducted by the Duty Family Support Worker.

2.13 If a RHI is being undertaken by the Family Wellbeing Service and the Front Door team have not received the completed interview form after 72 hours, the Front Door team must follow up with the worker responsible for the interview to determine when the RHI is expected to be completed and added onto the electronic system.

2.14 If a child or young person, or their parents or carers, refuse a return home phone or in person interview with an Emergency Duty Team worker out-of-hours, and they are currently working with any Children’s Services team, the Emergency Duty Team worker must inform both the child or young person and their parents or carers that this information will be passed onto their allocated worker who will follow up with them on the next working day. This will then be recorded in a case note on the child or young person’s electronic record, indicating that the interview was offered within 72 hours but declined, outlining the reasons given. The offer of a RHI cannot be considered as final in this circumstance until the child or young person’s allocated practitioner follows up with them on the next working day to again offer the RHI and seek consent.

2.15 If a child or young person, or their parents or carers, refuses an independent interview with the Emergency Duty Team worker, or their parents or carers do not give consent, and the child is not open to Children’s Services, a decision will need to be taken based on this outcome and assessing the risk from the missing episode as to whether the child or young person should be referred to Children’s Services.

2.16 All offers of a RHI made to a child or young person must be made in a sincere and non-leading manner. For example, it is never acceptable to say to a child or young person, “*You probably don’t want to speak with me do you as you don’t know me anyway*”, or “*You can speak to someone independent, but wouldn’t you rather speak to me instead?*” A RHI is an opportunity for a child or young person to speak with someone outside of their home about any worries or difficulties they are facing. It is also an opportunity for us to help assess the level of risk or danger they may be in and offer any advice or support to them and their family or carers to support them staying safe and well.

## 3. Assessing risk and uncertainty

3.1 Whenever a child or young person has been deemed missing or having an unauthorised absence, a child exploitation form must be started on the electronic recording system based on the information received in the missing notification. This will assist the practitioner and their manager with their oversight in identifying what the current level of risk or danger is for the child or young person, and what the next steps should be having sought consent from parents or carers to help manage the risk to support them. **See Appendix 2.**

3.2 The practitioner cannot finalise their RHI and risk assessment with their recommendations until management oversight has been agreed and:

* The child or young person is found, and
* The RHI has taken place, or
* The child or young person, or their parents or carers, have refused all offers of an interview, or
* It was determined the child or young person was not missing but their absence was unauthorised.

Once the interview has taken place, the manager will authorise the RHI on the electronic system. The manager must then agree the outcome by assessing any risk to determine what happens next having gained consent from the parents or carers for any recommendations or outcomes which may result in any of the following as to what the next steps should be:

* Refer to Children’s Services for assessment
* Continue with current support
* Convene a strategy meeting
* Convene a legal planning meeting
* Refer to Family Wellbeing for early help
* Refer to a community service (no further role for Children’s Services)
* Offer of support declined (no further role for Children’s Services)

Any referral being made will need to be completed with parents or carers.

3.3 Outcomes:

* will result in a referral back to Children’s Social Care where there was no previous open case for consideration of a single assessment.
* will result in continuing with the current level of support and service that was already in place for the child or young person at the time the missing contact was received.
* and are to be offered in instances where there are serious concerns that the child or young person is at risk of significant harm.
* relates to referrals being made to provide ongoing support to the child and family.
* and result when referrals or offers of support are made to community services outside of Children’s Services.

3.4 The final stage of assessing any risk will be to indicate whether the social worker has completed the Serious Incident Notification to be sent by their team manager to the Assistant Director of Children’s Services. This will be required in all cases where a child or young person is in care, has a child in need or child protection plan, or has been missing for 24 hours or more. This is in accordance with the Serious Incident Notification Policy on TriX. The completed form must be uploaded under documents in the child or young person’s record on the electronic system.

3.5 All assessments of risk for missing children and young people must be completed by a manager. This will be done either by the child or young person’s allocated social worker’s team manager, or in cases where there isn’t one, by a manager in the Family Wellbeing Service.

3.6 Where a child or young person has had regular or multiple missing episodes a Trigger Plan should be completed by the allocated worker. This is something that any professional who is working with a child can help complete. However, ideally this should initially be completed by the person with most knowledge of that child (usually the social worker). This can then be shared and agreed between relevant professionals. Wherever possible, the child should also be involved in the completion of this plan.

Trigger Plans should be considered for any young person for whom a professional has identified a risk should they go missing. It is a live document that should be regularly updated with details of new addresses of where the child is frequenting, details of their friends and acquaintances and any emerging trends. This plan will help locate a child quickly when he or she goes missing again. This will also have information gathered from any previous missing incident and is made available to all relevant staff.

The Trigger Plan is shared with the Police and used to inform the approach to any further missing incidents. The Police will attach the electronic copy of the child’s updated Trigger Plan to the missing person report on their Intelligence and Crime Recording System, to enable the Police to play their full part in any multi-agency safeguarding discussions, planning and action, including steps to help prevent further missing episodes, and to help locate and safeguard the child should they go missing again, including the planning for, and management of, their safe return. **See Appendix** **3.**

## 4. Additional Considerations

4.1 Where the Front Door team receive a missing notification about a child or young person who is looked after by another local authority (the home authority) but they are living in accommodation in North Somerset (the host authority), the Front Door team will create a new contact and the missing episode on the electronic system for the child or young person with the details from this notification. The Front Door team will inform the home authority to ensure they are aware of the child missing notification and then close the contact and complete the missing episode without conducting the RHI or risk assessment sections, as this is the responsibility of the home authority. If the child or young person was not previously known to Children’s Services, an electronic record on the recording system will need to be created following the usual process, and under “Other Local Authority CLA Details” the “Add a CLA period under another Local Authority” should be selected. This will create the “CLA E” flag for that child on Liquid Logic, indicating they are looked after by another local authority.

4.2 Where the home authority decides to convene a strategy meeting as a result of one of their looked after children going missing, there should be good cooperation between the home and host authorities in order to share information and provide the best level of support and safety to that child or young person.

4.3 Where Children’s Services receive four or more missing notifications about a child in the care of another local authority, or any notification which indicates that the child or young person is at risk of harm, the Front Door team will follow the same process as [Section 4.1](https://nsomerset-my.sharepoint.com/personal/ruth_sutherland_n-somerset_gov_uk/Documents/Desktop/North%20Somerset%20Missing%20Protocol%20-%20Draft%20V3.docx#S41), making urgent contact with the home authority and will also prepare a letter to advise the Director of Children’s Services in the home authority of this. A copy of this letter will also be uploaded into documents on the child or young person’s record. Any such letter must be presented to and signed by the Director, or an Assistant Director in their absence, on the same working day that the decision to write is made.

4.4 All reports of children missing from home or care, including those who are in the care of another local authority and living in North Somerset, will be discussed at the weekly Children’s Missing Meeting, attended by Police, Childrens Social Care and Family wellbeing, Health, Education and Youth Offending Service.

4.5 Where a child or young person is looked after by North Somerset Children’s Services and living in another local authority area, the responsibility for completing any strategy meetings, risk assessments, or RHI for our children remains the responsibility of North Somerset Council, the child or young person’s allocated practitioner and their team manager. It is important to establish good working relationships and collaboration with the local Police and support services providing care and safeguarding our children living in another local authority’s area. Whomever is caring for a child or young person in the care of Children’s Services is responsible for notifying the Police in their local area as well as their supervising social worker and the child or young person’s allocated social worker when a child or young person they are looking after has gone missing.

## 5. Monitoring

5.1 Team managers are responsible for checking the recording of all children and young people who are known to be missing and allocated within their respective teams to ensure the information is accurate.

As long as a child or young person is known to be missing in their team, the team manager must check the record daily for accuracy.

Team managers must also be satisfied that a child or young person’s social worker is liaising with the Police and any other relevant family and professionals in an effort to locate the child or young person and have them return safely to their home or care.

When a child or young person is no longer missing, team managers must also ensure they have been offered a RHI and that a risk assessment has been completed in accordance with this protocol.

Team managers will also provide a daily update to their Head of Service on the circumstances of every missing child or young person within their team.

5.2 All Heads of Service will consult with their respective team managers daily to ensure that records accurately reflect all children and young people who are missing. Heads of Service must be able to provide the following update to the Director or Assistant Director on all children and young people missing in their service area:

* How many are currently missing
* How many missing episodes they have had in the last six months
* The duration they have been missing
* When they have returned home or to care
* When a RHI has been offered
* When a RHI has been conducted or declined
* When or whether the parents or carers have been properly engaged about next steps
* When the Exploitation Risk Assessment form has been completed
* What the next steps are in supporting and safeguarding the child from harm
* Any issues related to contextual safeguarding (ie: county lines, CSE, gangs, etc)
* When the Serious Incident Notification was sent (where appropriate).

5.3 Heads of Service will also be responsible for attending and providing an update to the Child Missing from Home, Care and Education monitoring meeting of multi-agency professionals who are responsible for reviewing and monitoring the operational effectiveness and practice in safeguarding children and young people who go missing. Where these meetings identify concerns regarding the effectiveness of the multi-agency practice and ability to support and safeguard children and young people who go missing, Heads of Service must report this back to the Director or Assistant Director with any recommendations as to how to address these concerns.

5.4 The Assistant Director will liaise with Heads of Service daily where they have any concerns about the safety and welfare of any missing child or young person in their service area. They will also be responsible for ensuring an accurate update is provided of known information contained in [Section 5.2](#S52) for missing children and young people. The Assistant Director is responsible for providing this information to the Director when requested on all missing children and young people where:

* A Serious Incident Notification has been sent or ought to be sent
* Concerns are identified with the operational effectiveness and practice of the multi-agency partnership in supporting and safeguarding children and young people who go missing,
* A Director’s letter is to be sent in accordance with [Section 4.3](#S43)
* A child who is looked after or has a child protection plan persistently goes missing
* There are concerns identified in relation to safeguarding concerns originating outside of the child’s home environment (contextual safeguarding) that suggest a more coordinated approach with other local authorities and their multi-agency partners who are responsible for safeguarding missing children should be considered.

5.5 The Director of Children’s Services is responsible for having oversight of all matters outlined in [Section 5.4](#S54) of this protocol and providing an update as requested to the Chief Executive Officer, Executive Members and Leader of the Council, as to the overall operational effectiveness and ability to support and safeguard children and young people who go missing from home or care in North Somerset. This will include any recommendations regarding policy or operational changes to be considered by North Somerset Council or the North Somerset Children Safeguarding Partnership intended to enhance the ability of all practitioners and multi-agency partners to support and help safeguard children and young people who go missing from home or care

## 6. Recommended Support Services

|  |
| --- |
| **Organisation name and contact** |
| Children’s Front door Services,  Family wellbeing service and Children’s Social Care. |
| Substance Advice service SAS |
| Youth Inclusion and support programme YISP |
| Barnardo’s BASE Project |
| Edge of care |
| Junction 21 |
| Young Victims Service |

**Appendix 1**

All missing and found reports come into the Front Door & the Missing Coordinator is alerted.

The missing and found reports are added to the system LCS   
NB: If the child is not known on LCS the child’s details are added and the missing episode is linked.

## 

**Child in Care**

**Child not in care**

The missing details are sent to the Family Wellbeing Duty Managers tray.

Alerts sent to child’s SW and manager if open to CSC.

Alerts are sent to the Corporate Parenting or Family Support & Safeguarding manager and the child’s social worker **SW.**

The return home interview **RH**I and missing episode tasks are sent to the duty managers tray of team the child is allocated to.

Duty manager will determine the level of risk the child or young person is experiencing at the time and will assign the RHI to a family support worker **FSW** on duty.

RHI and Missing episode are then assigned by the duty manager to the child’s SW, or in the event of the SW being away, to the duty SW for them to arrange the child’s RHI.

FSW completes the RHI highlighting any risks identified & sends for authorisation to duty manager consider the risks, agree actions and outcomes.

SW to request Junction 21 to complete a RHI.

Manager to authorise & give oversight.

Junction 21 to arrange an interview with the child and when completed return the information to the SW.

The completed interview is then sent for authorisation to the Corporate Parenting manager to consider the risks, agree actions and outcomes.

SW completes RHI on the system and sends for authorisation.

**Appendix 2 - Child Exploitation Risk Assessment Form SERAF**

**Child Sexual Exploitation Risk Assessment Form (SERAF)**

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| --- | --- | --- | --- | --- | --- |
| **Child’s name & address** |  | | | | |
| **Date of Birth** |  | | **Gender** |  | |
| **Ethnicity** |  | | **Languages spoken** |  | |
| **Specify any SEN or disability if child is disabled** |  | | **Date of this child sexual exploitation risk assessment** |  | |
| **Name, agency and contact details of worker completing assessment** |  | | | | |
| **Known to children’s social care?**  **If so, since when?** |  | | **Is child in care?**  **If so, start date and legal status** |  | |
| **Is child on CP plan?**  **If so, since when?** |  | | **Involvement with the Youth Offending Service?**  **If, since when?** |  | |
| **Is the child receiving support or services from any other agency?**  **Please list them here e.g. CAMHS, CMES, etc.** |  | | | | |
| **Vulnerabilities** | | Please tick | **Vulnerabilities** | | Please tick |
| Emotional neglect by parent/carer/family member | |  | Family history of mental health difficulties | |  |
| Physical abuse by parent/carer/family member | |  | Low self-esteem | |  |
| Sexual abuse | |  | Unsuitable/inappropriate accommodation | |  |
| Breakdown of family relationships | |  | Isolated from peers/social networks | |  |
| Family history of domestic abuse | |  | Lack of positive relationships with a productive/nurturing adult | |  |
| Family history of substance misuse | |  |  | |  |

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| **Moderate risk indicators** | | | | Please tick if present on date of assessment or during the past 6 months | |
| Staying out late | | | |  | |
| Multiple callers (unknown adults/older young people) | | | |  | |
| Use of a mobile phone that causes concern | | | |  | |
| Expressions of despair (self-harm, overdose, eating disorder, challenging behaviour, aggression) | | | |  | |
| Exclusion from school or unexplained absences from or not engaged in school/college/training/work | | | |  | |
| Sexually Transmitted Infections (STIs) | | | |  | |
| Drugs misuse | | | |  | |
| Alcohol misuse | | | |  | |
| Use of the internet that causes concern | | | |  | |
| Living independently and failing to respond to attempts by worker to keep in touch | | | |  | |
| **Significant risk indicators** | | Please tick if present between 6 and 12 months ago | | Please tick if present on date of assessment or during past 6 months | |
| Disclosure of sexual/physical assault followed by withdrawal of allegation | |  | |  | |
| Peers involved in clipping/sexual exploitation | |  | |  | |
| Periods of going missing (most of day, overnight or longer) | |  | |  | |
| Older “boyfriend”/relationship with controlling adult | |  | |  | |
| Physical abuse by controlling adult/physical injury without plausible explanation | |  | |  | |
| Emotional abuse by controlling adult | |  | |  | |
| Entering/leaving vehicles driven by unknown adults (**Not** taking and driving away: car theft) | |  | |  | |
| Unexplained amounts of money, expensive clothing or other items | |  | |  | |
| Frequenting areas known for on/off street sexual exploitation | |  | |  | |
| **CSE risk assessment score** |  | | **Risk Category** | |  |
| **Referral to children’s social care? If so, give date.** |  | |  | |  |
| **Principal area of concern:** | | | | | |

**Professional Judgment Sheet**

Please provide any additional information in the box below. This box is for you to provide any relevant information that increases your concerns regarding CSE. It is essential that you pass on any relevant information.

**Appendix 3** – **Trigger plan**

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| --- | --- | --- |
| **!ASCCMYK** | **CONFIDENTIAL** |  |
| **Risk Management Plan** |
| **Name (DOB)** |
| **Address** | | |
|  | \*\* Photo \*\* |  |
| **This document sets out to inform the missing person risk assessment and actions to consider when \_\_\_\_\_ is missing. Any immediate concerns for his/her safety or welfare should be reported via 999.** | | |

**Background:**

This can be things like risk of CCE/CSE, briefly why they’re in care, any additional needs they have

**If Child/YP goes missing:**

* Curfew
* Steps the carers/parents should take before ringing police
* People they should contact first, e.g. boyfriends or grandparents
* Then report missing

**Police actions and important information:**

* Ways additional needs or mental health conditions can be best managed, e.g. giving lots of time and space, speaking slowly, short and clear sentences, etc.
* If social care or any other agencies are trying to find out information – this could be noted here, e.g. get the names of any associates the YP is with, check for receipts/tickets
* Missing Persons Coordinator will send a Niche report when the young person is located

**Frequented areas/addresses:**

**Potential lines of enquiry:***(Please see the known associates and family member tables for contact info and addresses)*

* Is there an address the YP often goes to that can be checked first?
* Phone numbers to call?
* Hotels or areas that the YP has been found at before

**Known associates:**

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**Family members:**

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**Involved professionals and their contact details:**

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Missing Persons Coordinator:   
Date created:  
Last updated:

1. Department for Education, 2014 (<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care__3_.pdf>) [↑](#footnote-ref-1)
2. ACPO, 2005 (<https://library.college.police.uk/docs/acpo/Missing-Persons-2005-ACPO-Guidance.pdf>) [↑](#footnote-ref-2)
3. Department for Education, 2014 (<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care__3_.pdf>) [↑](#footnote-ref-3)