

Staff should then call 101 and tell the control room that a child is missing, that they are included in the Philomena Protocol and that a form has been sent through.

What happens next?

The incident will be risk assessed and a police officer will be dispatched.

The response officer should then be given part A of the Philomena form and any other relevant information including a recent photograph.

Care staff may wish to consider gaining consent for photo circulation prior to the arrival of the officer.

When the child is found an officer should speak to the child, this return interview is done to understand any harms that the young person may have been exposed to. Sometimes the young person may be more, or less, comfortable talking with staff present.



Who can answer my questions?

If you have any questions about the Philomena Protocol or need help with the forms, please contact your local neighbourhood police officer who will be able to help.

Remember, all the forms are available on the Cleveland Police website.

www.cleveland.police.uk



Information for care staff



What is the Philomena Protocol?

The protocol is an initiative to help locate and safely return a missing child.

It has been highlighted as best practice and adopted by police forces across the country, including Cleveland Police.

The protocol focuses on looked after young people that live in residential homes, but the Force is hoping to extend its reach more widely in 2021.

What should residential home staff do?

The protocol works because information is available to all involved, which makes the process of finding the young person more efficient.

A single point of contact has been identified from the neighbourhood policing teams to help care staff understand the process and complete the necessary forms. If you need help with any part of the process, please contact your local team.

Care home staff should complete part A of the 'person at risk of missing form' and also the 'risk assessed locations' form.

These forms should be kept electronically and updated if any information changes. They are available from the Cleveland Police website www.cleveland.pnn.police.uk on the Philomena Protocol section of the front page.

Staff should establish patterns of the child's behaviour, and places the child frequently visits. They should have an up-to-date photograph and a medication list on hand.

The image shows two overlapping forms from the Philomena Protocol. The top form is 'PART A PERSON AT RISK OF MISSING' and the bottom form is 'RISK ASSESSED LOCATIONS & CONTACTS TO ASSIST IN LOCATING A MISSING CHILD'. Both forms are titled 'Official (When Complete)' and feature the Cleveland Police logo and the Philomena Protocol logo. The top form includes fields for personal details and a photograph. The bottom form includes a table for recording locations and contacts.

If a child is not where they are expected to be, is late home or has gone out without permission. The carer accepts responsibility for contacting and/or searching for the child in order to bring them home. This is the case if the circumstance and level of concern does not justify immediate police intervention.

When the child needs to be reported to police as missing, in the first instance care staff should email a copy of part B of the form to the contact management inbox. The email address is contactmanagement@cleveland.pnn.police.uk

The image shows a detailed view of the 'PART B PERSON MISSING FROM CARE REPORT' form. The form is titled 'Official (When Complete)' and 'CLEVELAND POLICE PART B PERSON MISSING FROM CARE REPORT'. It includes logos for Cleveland Police, South Tees Safeguarding Children Partnership, and the Philomena Protocol. The form contains several sections for providing information about the missing person, including a description of their appearance, time and location last seen, and current warning markers.

Description of what the person was last seen wearing. Include colour, designer labels/brands:	
Shirt/Sweater:	
Trousers/Skirt:	
Outerwear, e.g. coat, jacket:	
Headwear:	
Gloves:	
Scarf:	
Footwear:	
Jewellery, e.g. watch, rings:	
Other:	

Current Warning markers/information	<input type="checkbox"/> Suicidal <input type="checkbox"/> Depressed <input type="checkbox"/> Confused <input type="checkbox"/> Alcohol <input type="checkbox"/> Violent <input type="checkbox"/> Other (Describe) <input type="checkbox"/> DOLS Status <input type="checkbox"/> CSE <input type="checkbox"/> Weapons <input type="checkbox"/> County Lines / CCE <input type="checkbox"/> Drugs <input type="checkbox"/> Other			
Please provide evidence to support each of the above				
Does anyone pose a risk to YP (Please provide evidence):	<input type="text" value="[Select]"/>			
Does the YP pose risk to anyone (Please provide evidence):	<input type="text" value="[Select]"/>			