

PREPARE

Care establishment obtain forms for Philomena from our internet download site / directly emailed to them.

Children and young people identified as at risk of missing are identified by staff through consultation, experience and knowledge of identified risk

Record on (PART A) Person at Risk of Missing form

Evidence based locations identified as presenting risk to individuals children and young people should be recorded on

Record on Risk Assessed Locations Form

ACT

The 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. However, the circumstance and level of concern does not justify police intervention at this time.

REPORT

Report the missing person to the Police. In the first instance, email a copy of the **Missing Report (PART B)** to

contactmanagement@cleveland.pnn.police.uk

**THEN CALL POLICE AND EXPLAIN THAT YOU HAVE SUBMITTED A
PHILOMENA MISSING FORM**