

**MISSING CHILDREN REVIEW MEETING PROCESS**

**MEETING**

Each week on a Wednesday the VPG Chair and VEMT Coordinator will review those missing children meeting the following set criteria:

* Missing episodes assessed as high risk by Cleveland Police
* Top missing – 4 or more missing episodes in 30 days
* 3 or more missing episodes in 90 days
* 3 or more no apparent risk missing episodes in 90 days
* Missing episodes for active VEMT cases
* Missing episodes exceeding 72 hours
* Live missing episodes

Therefore, the weekly VPG meeting will no longer review missing cases unless they are referred as an action resulting from the missing children review meetings.

**AGENDA**

The agenda will be collated on a Tuesday and will include:

* Child’s name and DOB
* Case status
* Missing criteria
* Date last discussed at VPG and outcome
* Dates of missing episodes and RHI details

**MINUTES**

VEMT Business Support Assistant will attend the meeting and formulate the minutes, listing the outcome and any actions. These minutes will be added to the next weekly VPG meeting agenda, to allow VPG members to remain appraised of missing children.

The VEMT Administrator will review the missing children meeting minutes and will ensure to list any outstanding actions for active VEMT cases in the monthly VPG Minutes.

**OUTCOME AND ACTIONS EMAIL**

VEMT Business Support Assistant will email the outcome and any actions to the social worker or early help worker.

**OUTCOME AND ACTIONS CASE NOTE**

VEMT Business Support Assistant will add a VEMT case note to the child’s LCS record (and also to child’s EHM where early help involved) dated the day of the meeting which will include the outcome, meeting discussion and any actions. An alert notification will be sent to the social worker or early help worker, their manager, and the IRO (where involved).

**WEEKLY VPG MEETING**

The weekly VPG meeting will still include new referrals, deferred cases and those active VEMT cases under the MISSING category. Any missing episodes and RHIs for these children will be listed and embedded in the agenda, for review by VPG members.

VEMT – Vulnerable, Exploited, Missing or Trafficked

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

JH/VEMT/VPG/VEMT Missing Children Review meetings – December 2022 V1