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**Monitoring and Review of Unaccompanied Asylum-Seeking Children/Care Leavers Who Remain Missing for longer than 28 Days**

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| **When to Review** | **Action to be Taken** | **By Whom** |
|  |  |  |
| First day of missing  First Day of missing  Week 1 of missing | Notification to Police by the young person’s carer that a young person is missing, social worker and Emergency Duty Team must also be notified. Practice is for a photograph of the young person to have been taken on arrival in Surrey by the practitioner and placed on LCS, this should be shared with the Police along with a description of the clothing the child was last seen wearing and any other relevant information. Young people arriving in Surrey will also have had their photograph and fingerprints taken as part of Operation Innerste. This may different for those arriving through the National Transfer Scheme and will need to be checked.  Procedure for missing children to be Implemented including cause for concern notification for young people missing over 24 hrs being completed and sent to the Assistant Director for Looked After Children and Care Leavers and the Director for Corporate Parenting.  Intervention Meeting to be held if missing episode is over 24 hrs [practice of Met Police is not to consider a child as missing unless gone from placement for over 48hrs and no contact, SM to consider escalating this to the Safeguarding Partnership for the LA the child is missing from]  Director to be notified if an Unaccompanied Asylum Seeking Child/Care Leaver is at risk of trafficking and/or has been missing for over 24 hours via cause for concern notification process.    Management Oversight, setting out plan and date for Intervention Meeting.  Daily telephone conversations with the Police, carer, provider and National Referral Mechanism (NRM) workers if already allocated for updates  Notification to the National Referral Mechanism. A case note must be added to the child’s/care leaver’s file confirming the date that the NRM referral was made. Where a decision is reached not to refer a child/care leaver, the rationale must be clearly recorded.  If the young person remains missing over 24 hours the Home Office to be notified, the level of information shared by the LA will be dependent on whether an asylum claim has been submitted or not.  Social worker to contact [child.protection@surreycc.gov.uk](mailto:child.protection@surreycc.gov.uk) once the young person has been confirmed as missing for over 24 hrs, information will be reviewed by the safeguarding unit and notifications sent to other local authorities, this should include the photograph of a child which should have been taken either as part of Operation Innerste or when the child was placed in their placement.  If the child/care leaver has an immigration and asylum solicitor, they should be notified.  Intervention Meeting to be convened IRO to be invited and minutes shared with them via LCS | Social Worker  Social Worker  Service Manager  Assistant Director  Team Manager  Social Worker  Social Worker  Social Worker  Social Worker  Service Manager  Team Manager |
| Week 2 | Second Intervention Meeting to be convened with relevant multi agency professionals invited. | Service Manager |
| Week 4 | Third Intervention Meeting to be convened with relevant multi agency professionals invited. | Social Worker |
| Monthly Review | Child missing after 28 days up to 6 months. | Social Worker and Team Manager in supervision |
| Month 6 and then every 6 months that the child is missing | Brief audit to ensure that all actions are being taken to recover the child, in light of any new information/events.  Long term missing UASC panel | Service Manager  Assistant Director social work team, IRO, Police, provider and any other relevant profesionals |
| Month 9 | Review to consider update and consider any new information. | Social Worker and Team Manager |
| Month 12 | Review to consider update and consider any new information. | Service Manager, Team Manager and Social Worker |
| Additional monitoring | Looked After Children Review and mid-way review every 6 months until the child attains the age of 18. | Independent Reviewing Officer |
|  | When the child attains the age of 18 they will be closed to the Looked After Children’s Service, they will not transfer to the Care Leavers Service. Should a care leaver re-present to Surrey their needs will be reassessed and if they are between the ages of 18 and 20 they will be allocated a personal advisor if they were an eligible child under the Leaving Care legislation. Young people presenting over the age of 21 will be assessed and dependent on the needs identified this will determine the level of service they receive  Request that Police place the missing care leaver as an adult on missing persons website. | Oversight by Team Managers Looked After and Care Leaver Services |

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Reviewed by: Siobhan Walsh

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