



Northumberland County Council

Northumberland Supported Tenancies

MISSING PROCEDURE

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Authorised:	
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1.0 Introduction

1.1 The following guidance is written in conjunction with the already existing missing procedures adopted by Northumberland County Council and in reference to Regulation 21 of the Supported Accommodation Regulation

1.2 The guidance should also be considered with the regional Children Missing from Care, Home and Education procedures and the statutory guidance on Children who run away or go missing from home or care:
<https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>

https://www.proceduresonline.com/nesubregion/p_ch_miss_care_home_ed.html

1.3 As a service we are keen to work with the young people we support to try and prevent the prevalence of missing episodes. We know that young people may go missing for various reasons and this can be related to push and pull factors from within their home lives as well as from within their own social networks

1.4 Therefore, as a service we try to foster open and transparent relationships built on trust with the young people we support and will openly discuss concerns if we are worried about a young person potentially being exploited or at risk of going missing and will work with the young person and the wider care team to devise a safety plan that may help prevent the need for young people to go missing.

1.5 Staff will be trained to understand the push and pull factors that may lead to a young person going missing, so they can identify any potential situations that may result in the young person going missing from placement and enable them to discuss this with the young person and the wider care team.

1.6 Push factors are things that drive a young person to detach from the people who keep them safe, such as arguments with others, not feeling that they are being listened too. This, in turn, leaves them vulnerable for exploitation and abuse. Pull factors are actions by others that lure the young person into situations that may place them at risk, this can include providing gifts to the young persons or supply of substances.

1.7 We will also look to learn from previous missing episodes to understand potential triggers and to determine if there was something we could have done differently as a service to reduce future missing episodes.

1.8 In the event of a young person going missing, we will adopt the following guidance. This guidance does not replace existing procedures in relation to Missing Children and Young People and must be read in conjunction with the following documents:

https://www.proceduresonline.com/nesubregion/p_ch_miss_care_home_ed.html

https://www.proceduresonline.com/nesubregion/files/numblnd_missing_pr.pdf

1.9 As a supported accommodation service we have a duty to plan to ensure that our functions are discharged having regard to the need to safeguard and promote the welfare of children.

2.0 Concerns for the Welfare of a Young Person

2.1 Where there are concerns that a young person has not been seen or accessed their supported accommodation and is not responding to calls from the service, the following initial steps should be undertaken by staff members:

- The supported accommodation placement should be searched, the immediate locality and any places known to be frequented by the young person
- Enquiries with other young people living with young person or other known friends should be undertaken
- Enquiries should be undertaken with other professionals involved with the young person
- Where appropriate, enquiries should be made with relatives/family members of the young person
- Continued attempts should be made to contact the young person via text messages and telephones
- Where there is a ring doorbell in place at the home of the young person, services will seek to check any potential footage to gain an understanding as to when the young person was seen within in the vicinity of their home.

2.2 Where you are unable to make contact with a young person and the above actions have been undertaken, then the young person should be reported as missing to the police in line with procedures.

2.3 A physical description and photo of the young person should be provided to the police as well as any information about the last known whereabouts of the young person and any concerns/risks for their safety and well-being

2.4 The registered manager for the service, the allocated worker and Team Manager for the young person should be advised of the missing episode and the actions undertaken

2.5 Where the missing period happens outside of working hours, the registered manager and the emergency duty team should also be made aware of the situation and the actions taken

3.0 Reporting Young People Missing Out of Hours

3.1 Whilst the service does not provide routine staffing outside of working hours (after 5pm) through the week or on a weekend, the Emergency Duty Team are able to respond to concerns around a missing young person.

3.2 Information is shared with young people in placement about the role of the Emergency Duty Team and should a young person be concerned that they have not seen another young person they are living with, they are able to make contact with the police and the Emergency Duty Team with their concerns

3.3 Where the Emergency Duty Team have been contacted about a missing young person, they will take the lead and liaise with the police in relation to

the missing person, seeking advice from the senior manager on call, as needed

3.4 A Child Concern Notification will be logged by the police and this will be shared on the next working day with the relevant services and arrangements will be made to follow this up to ensure that any missing episode or return to home interview is progressed

4.0 Young People Located After a Missing Period

4.1 Once a young person has been located and returned to placement, the service should ensure that the young person is supported to settle back into placement and ensure any particular needs are addressed.

4.2 A Return to Home Interview will be completed with the young person to understand the reason for the missing period. Information gained should be used to help inform a review of the safety plan with the wider care team and determine if any additional support is needed to ensure the future safety and well-being of the young person.

4.3 Where a young person is an unaccompanied child, information may be sought from the Home Office, Regional Migration partners or immigration services to understand if there are any wider concerns around unaccompanied children being exploited within the region or information that may point to reasons for why a young person has been missing

5.0 Repeated Missing Episodes

5.1 Where a young person is repeatedly missing from placement, a placement meeting should be called to determine what additional actions need to be put in place to meet the needs of the young person and to determine if the current placement is appropriate to the needs of the young person. The views of the young person should be taken into account as part of these discussions.