

TELFORD AND WREKIN COUNCIL.

RUNAWAY AND MISSING FROM
HOME OR CARE PROTOCOL.

LOCAL PRACTICE GUIDANCE.

Glossary

SAS	Safeguarding Advisory Service
C&YP	Children and Young People
MAW	Multi Agency Worker
CAFLS	Children and Family Locality Services
F&CS	Family and Cohesion Service
YP	Young Person
SW	Social Worker
CM	Case Manager
CRM	Case Record Management
YOS	Youth Offending Service
CSE	Child Sexual Exploitation
CATE	Children Abused Through Exploitation
LAC	Looked After Children
Allocated Worker	Social Worker
	Case Manager
	Youth Offending Service
	Cohesion Family Intervention Practitioner
	Cohesion Family Intervention Practitioner CATE
	CAFLS Practitioner

Introduction

This document should be read alongside the West Mercia Joint Protocol for Missing Children & Young People as agreed by the four West Mercia Authorities; Telford and Wrekin; Shropshire; Herefordshire and Worcestershire.

Purpose of the document

The purpose of this document is to describe the processes and procedures involved in working with Children and Young People in Telford & Wrekin (T&W) who have gone “MISSING”.

Following new statutory guidance in January 2014, and a change in definition, this Protocol will set out the expectations upon all Telford and Wrekin staff when young people from this borough go missing. Also within this document is a clear identification of the data expected to be collected not just by T&W but also by our partners. This document should be used as the overall Framework for undertaking this work.

In understanding the processes and procedures staff within T&W will also identify guidance to assist them in undertaking Return Home Interviews with the expectation that any further issues to be addressed will be dealt with by the appropriate intervention and in a timely manner.

This document is local practice for the borough of Telford and Wrekin based upon the Joint Protocol signed up by all four West Mercia authorities.

Background

The production of a Runaway and Missing From Home and Care Protocol (RMFHC Protocol) is a statutory requirement for Telford & Wrekin and as such will be monitored by the Local Safeguarding Children Board (LSCB). The contents of this document will be

reviewed, along with any further practice guidance offered via the Department for Education, by the Child Exploitation Operational Group. The chief officers in attendance at the LSCB will be accountable for ensuring that the procedures are agreed and undertaken as identified. This document is local guidance based upon the West Mercia Joint Protocol for Missing Children, as well as detailing the statutory guidance elements as required from the government paper “Statutory guidance on children who run away or go missing from home or care” January 2014. This Protocol also takes into account amongst others information taken from West Mercia police, Missing People charity, OFSTED, Telford and Wrekin practitioners as well as the Child Exploitation Operational Group of the Local safeguarding Board.

Objectives

The West Mercia Joint Protocol and these Local Practice Guidance aims to set out clear guidance for all Children’s Services staff to be clear about their own responsibilities regarding missing children.

- To enable a process of intervention, recording and monitoring.
 - To enable reporting, to ensure that Telford and Wrekin meet the statutory requirement of holding a Return Interview within 72 hours of the missing episode.
 - To identify, as early as possible, those young people and families who are in need of services following a Return Home Interview.
 - To identify a Pathway into Telford and Wrekin Children Services for all Families identified as being “in need” following a return home Interview.
 - To hold agencies, teams and staff to account when working in partnership within this process.
 - To ensure that a clear data set is available that can be analyzed with a view to improve services to young people who go missing.
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Scope

The terms child and children refer to any young person under the age of 18.

This procedure is designed for: -

- All children and young people under 18 years of age who go missing from the parental home within the borough of Telford and Wrekin.
- Children and young people looked after by the constituent Local Authorities placed in Local Authority Children's homes within Telford and Wrekin.
- Children and young people looked after by ANY Local Authority placed with foster carers within Telford and Wrekin.
- Children and young people looked after by ANY Local Authority and placed in private establishments or with agency foster carers within Telford and Wrekin and where compliance with the protocol is specified in the contract or placement agreement.

Definition

In January 2014 the department for Education produced “Statutory guidance on children who run away or go missing from home or care” which included the following definitions.

MISSING:

“Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.”

The Missing Children Procedures in Telford & Wrekin

This document details internal procedures for Telford & Wrekin staff and explains how young people who go missing are to be dealt with through their journey of going missing, returning home and the subsequent local authority's response to the missing episode/s.

In Telford & Wrekin when a Young Person is reported as missing from home or local authority care, the police will complete a "Missing Notification" and then a subsequent "Found Notification".

These completed "notifications" get emailed to FAMILY CONNECT, Familyconnect@telford.gov.uk (See appendix 1 and 2) for Notification examples.

Once these Notifications have been received in Family Connect they will be dealt with as follows:

- If the child is open to a Telford and Wrekin Social Worker, Cohesion services or Children and Family Locality Services (CAFLS) the notification will be sent to the relevant worker, their manager and copied to the relevant Business Support Officer (BSO) for them to follow the procedures.
- If after investigation by Family Connect, of all relevant systems, the **young person is not known** to the local authority, they are assessed by the attending Triage staff to ascertain the most appropriate way forward for this individual episode. This may be to pass to Cohesion triage in order to allocate for a return home interview to be completed.
- If this is the first time that the young person has gone missing and they are a Telford and Wrekin young person, Family Connect will send a letter to the family asking if they require any support and who to contact if they do. (Appendix 3)

- If this is the first time that the young person has gone missing but there is indication of concern within the police Notifications then this will be passed through cohesion for a return home interview to be arranged.
- If the child is placed within T&W by another authority this Notification will get emailed to cohesionadmin@telford.gov.uk . This Notification will also be emailed to Cohesion services Locality manager. Cohesion Admin will then send a letter to the respective authority in order for the external authority to be informed of their responsibility. Appendix 4)

This should have been preceded by the Placement having already completed the Risk assessment and Notification form upon the arrival of the young person (Appendix 5). This form, once completed should have been sent to Family Connect and the Police to outline all of the risk factors for this young person.

The Procedural Flowchart (Appendix 6) needs to be followed by all workers for reference along with the specific flowcharts for Social care (Appendix 7) Cohesion services (Appendix 8) CAFLS (Appendix 9) and Placement providers (Appendix 10).

Young people placed outside of the Telford and Wrekin area by Telford and Wrekin. (The full process for this is covered in the separate Role and responsibilities for Social Care document.)

In these situations the T&W authority SW will have agreed and identified the relevant process for missing episodes in whatever authority and whichever establishment the T&W young person resides. The relevant Social Worker will then need to expedite a Return Home Interview within 72 hours or agree with the host authority and establishment how this will be achieved. Good practice suggests that the overall activity required by this authority and the Social Worker in question should ensure that the identified procedures evident in this document should be adhered to. Namely an interview held within 72hrs, clarity in the placement plan and subsequent plans as well as clear guidance about what should happen if the young person goes missing included in any and all LAC plans. The Social care roles and responsibilities document in the appendices further outlines the required activities.

Return home interviews.

Statutory guidance includes that a Return Home Interview should be carried out to explore the reasons children run away and to identify support needs. It should be carried out by an independent person and completed within 72hrs of return.

Evidence from young people suggests that children who go missing tended to be helped most when professionals and agencies worked together. This includes considering what support is offered to families and carers.

In T&W return interviews will be carried out via staff who know the young people and who they may already have a good relationship with. If this is not the case the open case manager is aware that they can request a colleague within their team to undertake the return interview or if appropriate a third person such as learning mentor or other supportive practitioner. As part of the process it is expected that workers completing return home interviews are explicit with young people about their access to a completely Independent person to complete the RHI if they so wish. Discussions about Independent persons to carry out Return Home Interviews entirely are ongoing.

If the Return Interview is not undertaken.

There will be some cases in which it is felt by the case manager and their line manager that a return interview is not required or appropriate for whatever reason. It is very important in these cases that both the case manager and manager have a discussion about this and confirm that no return home interview is going to take place. This needs to be recorded clearly along with the reasons for this.

Whatever the outcome of the return home interview, it is important that in all cases Family connect are informed for their records.

It is important to know that a Police Safe and Well check is not a substitute for a Return Home Interview undertaken by someone other than the police. (Appendix 11)

A complete explanation and Template concerning the Return Home Interview process is available to fully explain this process. See (Appendix 12 and 13).

Information regarding Children Missing from Education can be found in (Appendix 14).

Role of the Missing Children Sub group.

In Telford and Wrekin one of the priorities is to ensure Missing Children are safeguarded so there is a Child Exploitation Operational Group (CEOG) that includes information concerning Missing children. This group is tasked with making sure that missing Children activities are carried out as per this Protocol and that this becomes part of the policy and practice for all staff within the borough.

Requirement to collect Data

It is very important that enough of the correct data is collected in order for services to be able to provide the right intervention at the right time and for local authority staff to be clear about what the right services are.

Telford and Wrekin have agreed a Data set that collects Qualitative, Quantitative and Impact to identify improvements in services.

As well as identifying the level of resources required there is an expectation that analysis of the data is undertaken to identify characteristics and trends with a view to ensuring T&W safeguard every young person who has gone missing.

This Protocol will help to explain the collection, the analysis and outcome of the data gathered.

All the data gathered is taken to the CEOG of the Local Safeguarding Children Board (LSCB) for information and for further analysis.

A report regarding the analyzed data will be provided to the LSCB quarterly.

The sub group should also consider Intervention meeting minutes from children's homes used by the local authority or within the local authority area on the effectiveness of their measures to prevent children from going missing.

The sub group will be proactive as a multi agency group, to identify where they believe under reporting may be more likely because of the relationships some communities have with the statutory services.

A major part of the sub groups' activity is to analyze the data gathered in order to address resource needs in accordance with any identified trends and to ensure services are meeting

the needs of the young people and families who come to their attention through going “missing” including the outcome of return home interviews.

The standing members of this sub group include; T&W authority including education, placements, health, the police missing persons coordinator and Emergency Duty Team. Also in attendance is a Representative of a local placement provider. The group is chaired by Telford and Wrekin Principal Officer Child Protection. This ensures a multi agency discussion about Missing Children issues with both internal services and close partners in T&W.

Each agency is expected to provide information and resources, where appropriate, to intervene where young people have gone missing as part of a planned response to reduce/prevent further episodes. This will help staff in putting together robust plans to address the young person’s needs.

All agencies will be provided with a report, at the sub group, highlighting the current situation in respect of missing episodes with the understanding that they consider how they can provide resources to assist with any identified plans.

The sub group will specifically identify those young people who go missing persistently to ensure that the agreed processes and procedures have been followed appropriately and to ensure relevant Intervention meetings are held if not already in place.

The sub group will quarterly receive an update from return home interview audit information to learn from the experiences of children. This in turn will then provide information for senior managers, Cabinet and corporate parenting boards to assist them in an understanding of why children and young people go missing as well as identified trends and concerns as identified.

It will be important for the sub group to identify and to inform staff of, what services and resources are available to reduce/ prevent young people going missing/ absent. The group will seek evidence from those staff completing return home interviews in order to identify the impact of interventions used. This will then be used to inform T&W staff and senior management about any identified good practice, learning, and resource implications.

Any quantitative data collected will be analyzed and measured for any increase or decrease with a view to ascertaining the reasons for this. Including specifically identifying those young people at Risk of CSE and those already open to the CATE Team, as well as identifying and reporting any concerns around radicalization that may need addressing in other forums.

An important role of the sub group is to identify specific groups of young people that may be more prone to going missing and to consider what actions to take locally to reduce this. For example the local population of looked after children are overly represented in missing children statistics so this will be a targeted group within the scope of the sub group.

Individuals within the sub group will take a lead in ensuring that all elements of this protocol are addressed and this will mean awareness raising sessions will be held to share information with and between professionals, partner agencies, the private sector (especially those providing residential children's service), and external placement authorities. Furthermore it is expected that those agencies attending will routinely take information relating to missing children back to their respective agencies for consideration and resource suggestions.

The sub group is also responsible for ensuring young people are listened to as part of the Return Home Interview process. Young people are encouraged to be open and to share whatever they experienced whilst missing and this should be entered onto the return home form. The young person interviewed is also given the opportunity to feed anything back to the local authority that they feel would improve any support to them. Any returns are taken to the sub group to discuss, recorded in minutes and actioned as appropriate.

The police will inform the group of any "Harbouring" (Section 2) notices instigated for any young person going missing where this is relevant.

Currently in T&W Return Home Interviews are carried out predominantly by T&W staff and the sub group is responsible for an ongoing discussion concerning the use of independent persons to undertake this task.

The sub group will be responsible for addressing any training or raising awareness needs for staff. This will include leading on how to get information into schools both to staff and to pupils which should cover awareness of child exploitation.

There are a number of private residential units for young people in T&W and the group will lead on getting all relevant and up to date information to these units whilst being explicit about what to do when a young person placed in T&W goes missing. Information will be given to the home organization as well as the unit managers who will be expected to cascade this to the staffing teams. This will be passed in writing to them by the group lead for their information sharing and awareness raising. The Missing children lead will ensure managers are followed up if there is evidence that procedures have not been followed.

Appendices

1. Missing Notification
2. Found Notification
3. Initial Missing from home letter to the Parent/carer
4. Letter sent to External Local authority
5. Risk Assessment and Notification Form
6. Missing Children and Young People. T&W Procedural Flowchart
7. Missing Children and Young People. Social Care procedural Flowchart
8. Missing Children and Young People. Cohesion services procedural Flowchart
9. Missing Children and Young People. CAFLS services procedural Flowchart
10. Missing Children and Young People. Placement providers missing procedural flowchart
11. Missing Children and Young People. Placement providers Found/returned procedural flowchart
12. Missing episodes of 3 or more
13. Police Safe and Well check
14. Return Home Interview Guidance
15. Return Home Interview Template
16. Intervention meeting template
17. Children Missing from Education
18. Useful information on Missing Children and Young People

Appendix 1

COMPACT Missing Person Notification from West Mercia Police

Pnc ID : **07/1586717Y**

Police Ref : **MPFDIV/882/12**

Case Ref No :

Station Code : **22FA**

Report Date : **25/04/2012 18:59:00**

Status : **M**

Officer Dealing : **HASLAM, PS1303: 03003333000**

M P Last Name :

M P First Name :

M P Middle Name :

M P House Name : **DINTHILL**

M P House Number :

M P Street :

M P Locality : **FORD**

M P Town : **SHREWSBURY**

M P County :

M P Post Code :

M P Country :

M P Dob : **24/12/1995 00:00:00**

M P Age Approx : **16**

M P Gender Code : **F**

Date Last Seen : **25/04/2012 11:30:00**

R A Code : **NotSet**

Informant Last Name : **MARCH**

Informant First Name : .

Informant Relationship : **CARER**
Informant House Name : **DINTHILL**
Informant House Number :
 Informant Street :
 Informant District : **FORD**
 Informant Town : **SHREWSBURY**
 Informant County :
 Informant Postcode :
 Informant Country :
 Informant Phone : **0456234123**
Local Authority Code : **16**
 Previously Missing : **Y**
No Times Previously Missing : **28**
Child Services Notified :
Accommodation Type : **Social Services Care**
 Ethnicity : **WHITE - NORTH EUROPEAN**
 Build : **Slim**
 Hair Colour : **red**
 Height : **178**
 Marks : **N**
 Scars : **N**
 Tattoos : **N**
Application Ref : **41621**
Circumstances : **OIS 0564-S -250412 *ABSCOND**
 CARE* LAST SEEN AT 1130 HOURS
 AT COMMUNITY
 CENTRE. SHE JUMPED OUT OF
 CAR AND RAN OFF WITH HER
 BOYFRIEND, THEY RAN
 OFF ACROSS THE RAILWAY LINES
 TOWARDS TELFORD TOWN
 CENTRE.

Appendix 2

Local Authority Found Notification

This email has been sent automatically due to a found report being filled in for the misper.

Case Number : **MPFDIV/882/12**

Surname :

Forenames :

Date of Birth : **24/12/1995**

Circumstances : **MISPER WAS WITH HER BOYFRIEND,
..... SHE WAS FOUND BY
POLICE, AND THEN SHREWSBURY
OFFICERS TOOK HER TO A NEW
home.**

Case Papers held at : **22 G DIVISION**

Photograph Available : **Yes**

Publicity Authorised : **No**

Home Address : **DINTHILL, FORD, SHREWSBURY,**

Address Where Found : **12 welsh rd**

Informant Name : **PC 457 BLAXALL**

Informant's Contact No. : **03003333000**

Informant's Address : **WEST MERCIA CONSTABULARY,
POLI, VICTORIA ROAD, WELLINGTON,
TELFORD, SHROPSHIRE, TF1 1LQ**

Found Report Date/Time : **25/04/2012 22:00:00**

Distance found from home : **11 - 20 MILES
: 20 MILES.**

Found by : **POLICE**

:

Found how : **PRESENTED TO POLICE**

Found where : **STREET / PUBLIC PLACE**

:

Transport provided : **POLICE**

Time missing : **0 - 8 HOURS**

Suffered harm : **No**

: **NO TYPE OF HARM SPECIFIED**

Committed crime : **No**

: **NO TYPE OF CRIME SPECIFIED**

Reason(s) for missing : **OTHER REASON(S) NOT COVERED**

Reason details : **ABSCONDED TO BE WITH HER
BOYFRIEND.**

Appendix 3

Initial Missing Persons Letter to parent/carer.

Clive Jones
Assistant Director: Family & Cohesion Services

Cohesion Services
Civic Offices
2nd Floor, West Wing
Telford
TF3 4HD

Tel: +44 (0)1952 382101

Contact: Family Connect Telephone: (01952) 385385

Advisor Name..

Your Ref:

Our Ref:

Date:

To the Parent/Carer of (young persons name)

On (date) Your son/daughter (name) D. O.B.... was reported missing to the police.

The local authority is informed of all young people reported missing and also when they return home again. This is the first occasion that your son/daughter has been reported missing so I would like to offer you the opportunity to discuss this if you wish to. Some parents/carers find this useful if they are beginning to become concerned about the behaviour of their children.

This is purely voluntary and you are under no obligation to discuss this with anyone.

If you would like the benefit of discussing anything further then please contact (FC advisor)..... On (tel no.)

Telford and Wrekin Council have a statutory duty to offer support to children, young people and their families whereby a missing notification has been received. Our Missing Children Policy outlines the procedures that we would follow. The procedure highlights the supportive approaches taken if children or young people are reported to continually go missing. We would be happy to discuss this further with you if contact us.

Yours sincerely.

Appendix 4

Clive Jones

**Assistant Director, Family
Cohesion & Commissioning**
Telford & Wrekin Council
Addenbrooke House
3rd Floor
Ironmasters Way
Telford
TF3 4NT

Contact: Steve Hosking

Telephone: 01952 385955

Date: 26th August 2014

Dear Sir/Madam

Re: Notification of Child/Young Person residing in Telford & Wrekin

DOB:

Address missing from:

Date & Time missing:

Date & Time young person found:

Number of previous missing episodes:

Please accept this letter as notification and confirmation that you have been informed that..... went missing on..... Upon their return a Police Safe and Well check is usually undertaken to ascertain the young person's safe return.

It is policy in Telford and Wrekin as part of our Duty of Care to notify the placing authority of all Missing episodes concerning young people placed in Telford & Wrekin. This will allow the responsible authority to undertake any appropriate actions to try and prevent a recurrence of the Missing episode. You will be aware that a Return Interview following a missing episode is required to be undertaken within 72 hours of return and this is your responsibility to complete, please can you confirm that this interview has taken place and forward any return interview details to: CohesionAdmin@telford.gov.uk

In cases where the young person has gone missing on a number of occasions a local professionals meeting or strategy meeting may be called. The Strategy meeting would be chaired by a West Mercia Police Inspector in order to try and assist in the management of and reducing the vulnerability of the young person.

You will be asked to attend such a meeting if this young person becomes a significant resource issue for the local Policing unit.

If I can be of further assistance in this matter please do not hesitate to contact me on the details above.

Yours sincerely



Steve Hosking

Group Manager; Cohesion Services
steve.hosking@telford.gov.uk

Appendix 5

PLACEMENT NOTIFICATION/ TERMINATION FORM AND MISSING RISK ASSESSMENT

Section A – This constitutes a notification form to satisfy regulation 12B of the Children’s Home Regulation 2011 (as amended by the Children’s Home and looked After Children’s (Miscellaneous Amendments) (England) Regulation 2013,) as well as a missing from care risk assessment utilised by the Police and our Cohesion Teams. To be completed by the Provider for each Child/ Young Person (CYP) placed in Telford and Wrekin by another local authority and emailed to familyconnect@telford.gov.uk and HAUNorth@westmercia.pnn.police.uk. The form should ideally be completed at the point of placement or in advance for planned placement because CYP can go missing on their first day in placement; however we require this information no later than 72 hours after the placement has commenced.

Section B – To be completed by the Provider for each missing episode and sent to familyconnect@telford.gov.uk and HAUNorth@westmercia.pnn.police.uk as soon as possible, we recommend completing the form whilst reporting the CYP missing to the Police. Section B should be attached to Section A – please ensure that information contained within Section A is still correct; update the information with Section A if required. We suggest completing the form electronically so it can easily be kept up to date.

Section C – To be completed by the Provider as soon as a CYP, placed by another local authority within Telford and Wrekin, is terminated/ comes to an end. Please send the form to familyconnect@telford.gov.uk and HAUNorth@westmercia.pnn.police.uk

SECTION A			
Basic Information			
Name of CYP:		Aliases/ Otherwise Known as:	
Date of Birth:		Gender:	
Ethnicity:		Date of Admission:	
Placing Local Authority:		Care Status:	

Is there a current child protection plan:		Registered disability – please provide details (if applicable):	
GP Name and Address:		Dentist name and Address:	
CYPs Mobile Number:			
Name of Social Worker allocated by Placing Authority:		Name of Social Worker’s Team Manager/ Duty Team:	
Phone number:		Phone number:	
Email Address:		Email Address:	
Name of IRO and Contact Details:		Is a Photograph Available:	

Education Details:			
Details of SEN (if applicable):		Which LA maintains the SEN (if applicable):	
Current PEP:		Education Provision Name:	
Education Provision Address:		Is the current Education Provision to continue:	
If the Education Provision is not to continue, please provide details of alternative education arrangements. What date were the School Admissions and SEN department (if applicable) of the host authority contacted.			

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Complete the relevant section below based on the relevant placement type			
Name of Fostering Agency		Name of Residential Provider:	
Name of Foster Carers		Name of Service/ Home:	
URN Number:		URN Number:	
Foster Carers Address:		Service/ Home Address:	

Missing from Care Risk Assessment			
CYPs Vulnerability Rating:	<input type="checkbox"/> LOW	<input type="checkbox"/> MED	<input type="checkbox"/> HIGH
Explanation for Vulnerability Rating:			
Should the CYP be considered MISSING and never ABSENT:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Explanation for MISSING/ ABSENT Classification:			
Does the CYP have a history of going missing:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Likelihood of the CYP going missing:	<input type="checkbox"/> LOW	<input type="checkbox"/> MED	<input type="checkbox"/> HIGH

Has the CYP been exposed to harm during previous missing episodes: <i>Have they been a victim of crime</i>	<input type="checkbox"/> YES	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Please provide a brief explanation of the above:			
The risk to the CYP should they go missing: <i>Consider self harm</i>	<input type="checkbox"/> LOW	<input type="checkbox"/> MED	<input type="checkbox"/> HIGH
Please provide a brief explanation of the above:			
Risk to others should the CYP go missing:	<input type="checkbox"/> LOW	<input type="checkbox"/> MED	<input type="checkbox"/> HIGH
Please provide a brief explanation of the above: <i>explain the nature of the risk including any criminality, is the CYP a sex offender or perpetrator of sexual exploitation.</i>			
The risk to the CYP of sexual exploitation:	<input type="checkbox"/> LOW	<input type="checkbox"/> MED	<input type="checkbox"/> HIGH
Please provide a brief explanation of the above:			
General issues of vulnerability including potential of being harmed: <i>Are they subject to bullying or harassment, racial abuse, homophobia</i>			

Potential addresses to which the CYP may gravitate towards *(parents, friends, previous carers):*

Name:		Relationship:		Address:	
Name:		Relationship:		Address:	
Name:		Relationship:		Address:	

Individuals with whom the CYP may meet:			
Name 1:		Adult/ Child:	
Name 2:		Adult/ Child:	
Name 3:		Adult/ Child:	

Any individual that CYP should not associate with:			
Name:		Relationship:	
Address (if known):		Reason:	
Name:		Relationship:	
Address (if known):		Reason:	

SECTION B			
Complete the information below giving regard the current missing episode			
Date of Missing Episode:		Time Last Seen:	
Number of Previous			

Episodes:	
Details of clothing the CYP was last observed to be wearing:	
How would you describe the CYPs frame of mind when you last saw them/ had contact:	
Did the CYP leave with anyone else:	
What actions have been taken to locate the CYP:	
Have you had any contact with the CYP since they have been missing, if so what information have you obtained: <i>Consider background noise - have you heard other voices, male/ female, do you recognise any voices, traffic, announcements at train stations etc.</i>	
Do you believe the CYP has access to weapons:	
Does the CYP have a physical illness or other health issue:	
Does the CYP need essential medication: <i>Please provide the name of the medication and when their next dose is due</i>	
What are the effects if medication is not taken:	
Have the CYP prepared to go missing, if so, how:	
Are you aware if the CYP has money on their person or access to money, if so how much:	
Are there any family issues to be aware of:	
Date returned to placement:	

Details gathered from initial return home discussion:	

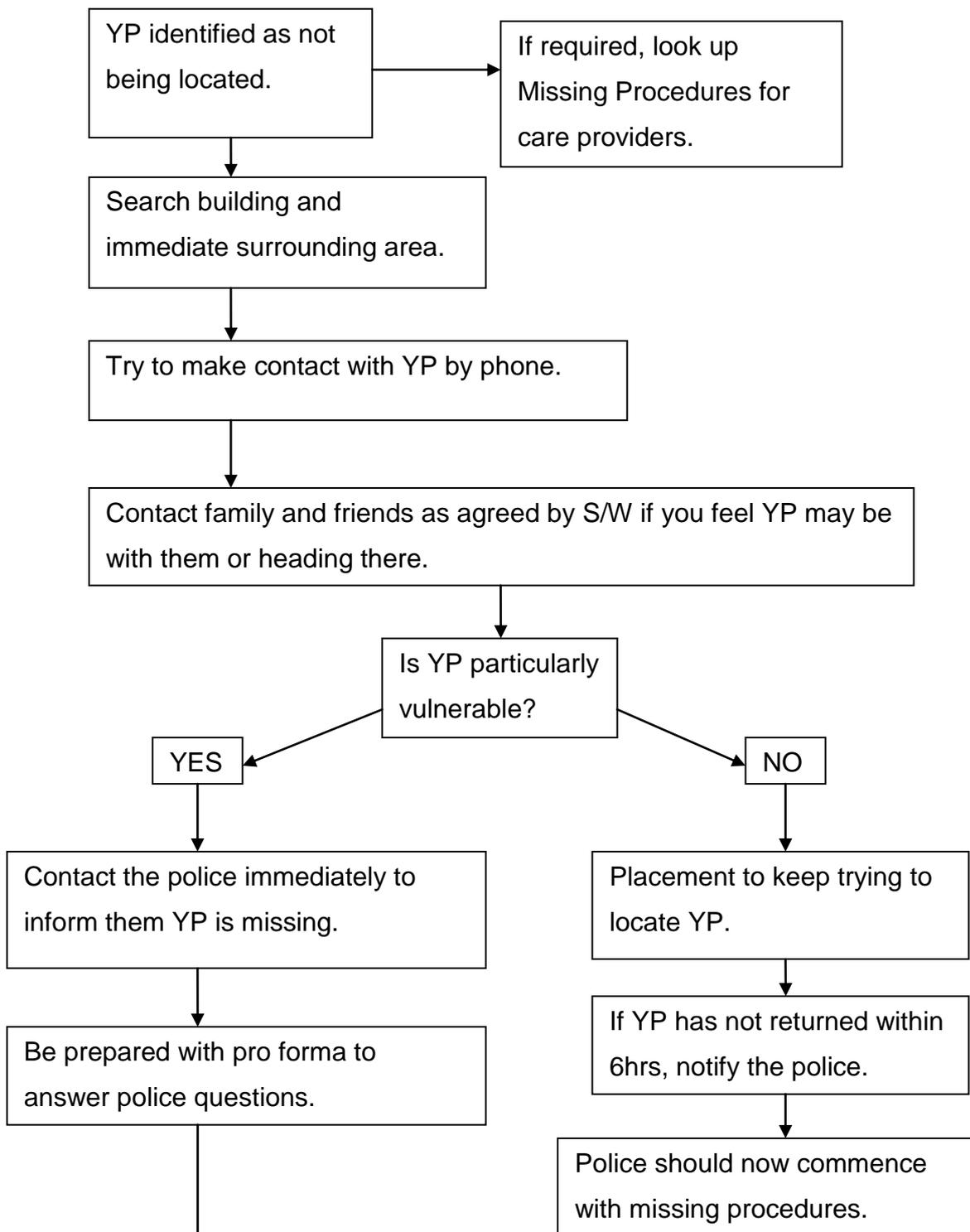
SECTION C				
Placement termination				
Date of Placement Termination		Reason for Placement Termination		
New Placement Type:	<input type="checkbox"/> Fostering	<input type="checkbox"/> Residential	<input type="checkbox"/> Supported accommodation	<input type="checkbox"/> Other <i>please specify</i>
New Placement Address:		New Host Authority:		
Education Provision Name and Address:		Is the current Education Provision to continue:		

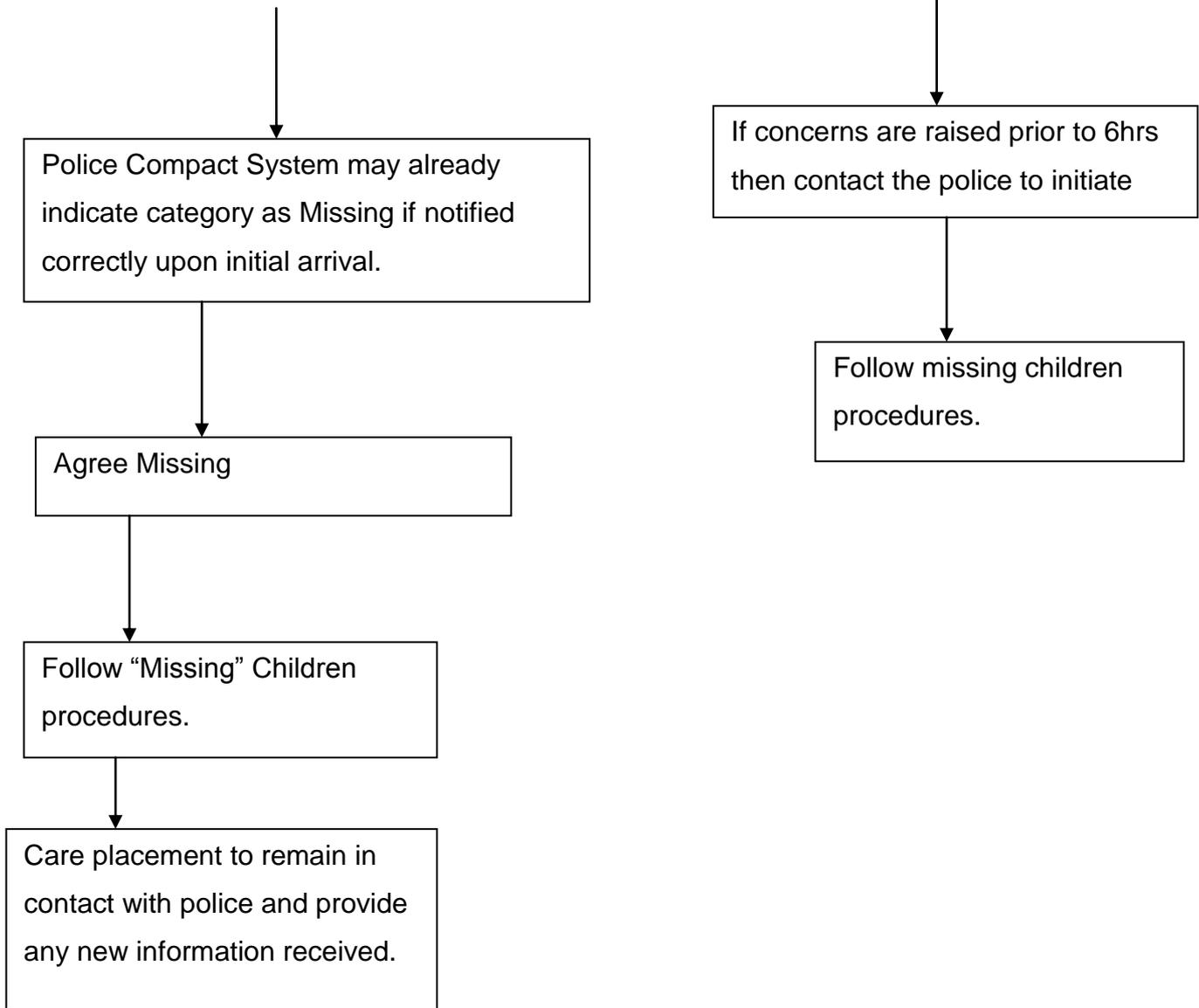
Form Completed by:	
Name:	
Designation:	
Date:	

APPENDIX 10

MISSING FLOWCHART FOR PLACEMENT PROVIDERS.

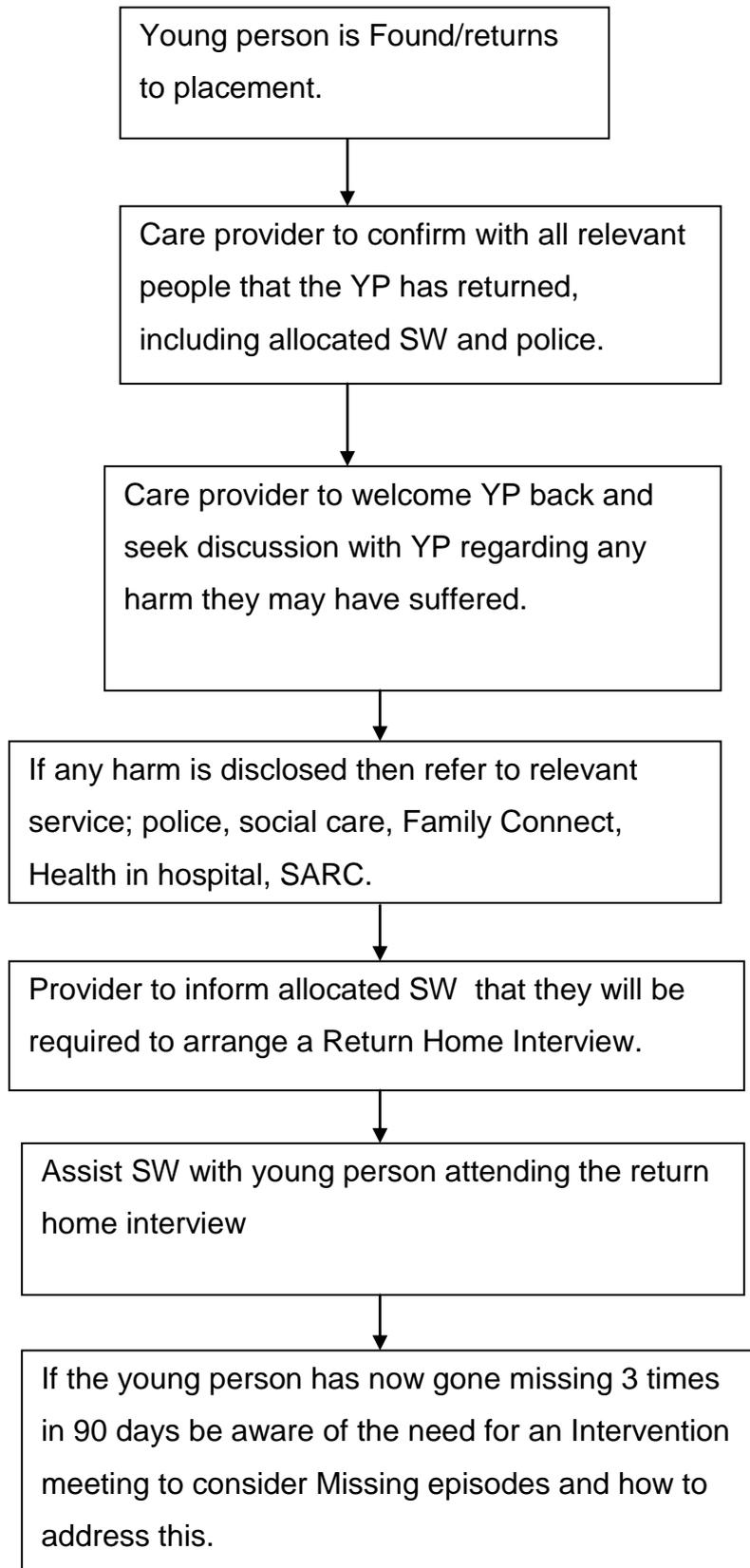
Staff member to be aware of Risk assessment and notification form for identified young person including any specific issues for said individual ready to inform police at point of reporting.





APPENDIX 11

FOUND FLOWCHART FOR PLACEMENT PROVIDER.



APPENDIX 12

FOR MISSING EPISODES OF 3 OR MORE

If the young person has been missing on
3 occasions in 90 days the allocated Social Worker is
Required to call an Intervention Meeting.

Attendees

SW/CM
Key worker
Police
Health
Education
Residential worker
Person who completed return
interview

Purpose:

Review placement/home situation
Identify PUSH factors
Identify PULL factors
Community issues to consider
Individual community targets
Identify missing episode patterns
Identify strategies to eliminate problems

If the young person continues to go missing further subsequent
Intervention meetings should be called. The status of the chair
and attendees should increase accordingly as per Protocol.

Appendix 13

Police Safe and Well Checks.

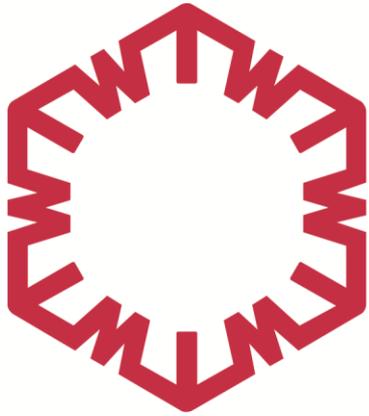
Statutory guidance states that these checks should be carried out by the police whenever a child is found.

“A Police Safe and Well Check’ is carried out as soon as possible after the young person has returned “home”. Its purpose is to check for any indications that the young person has suffered harm, where and with whom they have been, and to give them an opportunity to disclose any offending by or against them.

Where a person goes missing frequently, it may not be practicable to see them every time they return. In these cases a reasonable decision should be taken with regard to the frequency of such checks. This will mainly apply to young people missing from care who are likely to have other key people responsible for their welfare to check this. Every effort should be made to visit those young people missing from home on every occasion.

Young people are not always comfortable talking to police officers so it is important that there is the opportunity for young people to talk to someone as well as the option of the Safe and Well visit. The local authority are informed of every missing episode and will also be expected to make contact and visit to complete a Return Home Interview with the young person and Parent/Carer.

Once completed the Safe and Well check is recorded on compact.



Telford & Wrekin

C O U N C I L

Return Home Interview

Guidance

Children Missing From Home/Care

Return Discussion Guidance

This document is to be used as an aide to the return home interview. It is a guide to accompany the Return Home Interview paperwork.

The overall purpose of the Return Home interview (RHI) is to ascertain the views of, and to assess the Health and safety of, Children and Young People (C&YP) who go missing. This can be from care, those living at home with their parents or those living independently in Telford and Wrekin.

The RHI can also be used to identify any imminent/immediate concerns as well as events that are likely to happen that need to be addressed.

In Telford and Wrekin the following criteria applies to missing C&YP:

If a young person goes missing for the first time, once Family Connect receive the notification from the police they send a letter to the C&YP and the parent to confirm knowledge of the missing episode and the offer of support if the parent or C&YP feel that they are in need of this.

If on the first missing episode there is information contained in the police notification that indicates a concern or the C&YP is missing for over 24 hrs then a Return Home Interview (RHI) will be requested via the Locality manager in Cohesion services.

If on the first missing episode the age of the C&YP and the length of time missing, raises concern this too will result in a RHI taking place through Cohesion services.

As the allocated person in this process you will need to complete the relevant factual information detailed in the return Interview form. This should be gathered from the parent or carer, including a description of their thoughts and concerns about the fact that the C&YP has gone missing.

If the C&YP is not known to you it will be useful to investigate relevant IT systems to ascertain up to date information prior to your interviewing. This will assist in respect of any current concerns as well as identifying any risks to yourself.

Discussion with the parent/carer is also to identify any issues that could arise through the discussion with the C&YP that may be sensitive or concerning previous history that needs careful handling.

The parent/care may be suspicious of you at this point so it is important you put them at ease and clearly explain why you are there, especially if this is another workers case or the young person is new to you.

The purpose of the return interview is to:

- Discover the **factors** which led to the missing episode.
- Inform efforts to **prevent** further episodes.
- Inform any **future** missing person investigation should that person go missing again.
- **Learn** of the activities, associates, risks and victimization involved in the missing episode, and where possible to **address** those risks.

The Return Home Interview should be conducted in order to consider in more depth the reason why that C&YP went missing and to consider what further action is required in order to safeguard that young person in the future. The Return Home Interview Template should be used as a guide to the interview process in order to elicit information which should allow a picture to be built up of any presenting risks as well as an action plan to address these risks and to prevent further missing episodes.

The main principle of the RHI is to provide a caring; creative; open conversational and courageous environment to develop a sharing culture and positive relationship with the C&YP.

It is very important that through the interview you get a clear sense of any risk factors pertaining to indications of CSE. If at the end of the interview you feel that CSE is a factor for this young person you should be referring them to the local Children Abused Through Exploitation (CATE) team.

You will also need to consider any of the C&YP views in relation to radicalization concerns. Identifying these in relation to push or pull factors as well as, indicating on the template, in

what form this has been mentioned as well as the risk of these views forming any other concerning behaviours/actions.

Following the interview you should have a clear sense of whether the YP was harmed or hurt and what activities they experienced whilst missing. As well as a sense of the risks posed to or from others whilst they were missing.

The RHI should also give you the opportunity to help the C&YP to understand the risks of going missing and how to seek help if they go missing on further occasions.

If during interview you have any immediate concerns about the C&YP well being then an immediate referral to Family Connect safeguarding must be made, as well as any further referrals to the police or counseling services if these are required.

If during the interview the C&YO indicates that they would rather talk to another, Independent person, that you will be required to inform the young person of the options available at this time, this could be another colleague in the same team, a practitioner from another team or further discussion may be required from your team Leader about other options available.

Following the interview you should ask the C&YP to complete a short feedback form in order ascertain their experience of the process and provide this to cohesion services along with the completed RHI template.

Completion of the interview and RHI template allows for the collection of data in order to assess for any regular themes about missing episodes including prevalence of CSE. This further allows analysis of any “Hotspots” within T&W that can be addressed through close liaison with the local police and for further discussion within the “missing” subgroup.

Once the completed Template is sent to cohesionadmin@telford.gov.uk and familconnect@telford.gov.uk the template should be saved on protocol in FORMS.

General Discussion Suggestions to Aid the Return Interview.

Many young people who run away or go missing need to build up trust with somebody before they will respond to an interview and discuss the reasons why they decided to run away.

The interview and actions that follow from it should:

- identify and deal with any harm the child has suffered, including harm that might not have already been disclosed as part of the Police Safe and Well Check (his/her medical condition should be discussed and any need for medical attention assessed);
- understand and try to address the reasons why the child ran away; and
- Try to prevent it happening again.

It will be useful to get to speak to the young person alone if they are happy to do so and the parents/carers are happy with this.

Introduce yourself to the young person and explain the purpose of your discussion, the following is a guide:

“You have been reported missing by your parent/ carer/ family and it is usual practice once you have been missing on more than one occasion, for you to be seen by an independent person to understand the reasons why you went missing. This is to ensure that you are safe and well and to give you the opportunity to speak to someone independent. Also to help us to understand if anything happened to harm you or others in any way whilst you were missing. This is about keeping you safe and also to keep other young people safe who may be even more vulnerable than you. It may be that you are more able to talk to an independent person outside of your family or care setting especially if it is because of something that happened in those settings that led to your going missing.”

As with all meetings with young people you need to inform them of the rules concerning your discussion with them. The following could be used as a guide:

You need to inform the C&YP that:

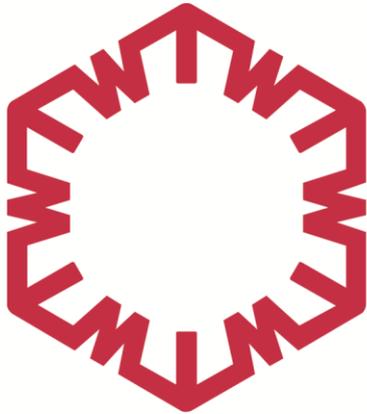
“.. if during your discussion they disclose an incident whereby either they or another C&YP was harmed or are at risk of harm, or that a criminal offence has been committed, that you have a duty to disclose this matter to other social service professionals and/or the police.”

Once you have decided that the young person is happy to continue and you consider them to be fit and healthy, both physically and emotionally, then please use the below questions/suggested pointers as aids to the discussion.

This is not to be used as a list to ask the young person as this prevents the interview flowing. Please familiarize yourself with the nature of what the interview is attempting to elicit from the young person and interview accordingly.

It is important to recognize signs of potential abuse and be able to discuss this with parent/carer/young persons as part of the interview process as sensitively as possible.

Appendix 15



Telford & Wrekin

C O U N C I L

Return Home Interview

Template

RETURN HOME INTERVIEW DATE:

- This form should be used for all relevant young people missing from home or care
- The interview should take place within 72 hours of the Found Notification
- The return interview should be undertaken by the appropriate case worker allocated worker or where deemed necessary, an independent person.

First Name:	Surname:	Other Names:			
DOB:	Ethnicity:	Home Authority:			
Address missing from:		Address found:			
Please Tick: Previous Missing Episodes: <input type="checkbox"/> YES <input type="checkbox"/> NO Living with parents: <input type="checkbox"/> Yes Child in Care: <input type="checkbox"/> Yes Living with other family member: <input type="checkbox"/> Yes Living in other setting: <input type="checkbox"/> Yes State:					
This form covers the following Missing episode dates and length of time missing:					
0-7hrs	8-16hrs	17-24hrs	25-48hrs	48-72hrs	Other please state.....
Date Time	Date Time	Date Time			
Date Time	Date Time	Date Time			
If you feel, after discussing with your line manager, that a Return Home Interview is not going to be undertaken on this particular occasion please explain why? <input type="checkbox"/> Refused by YP <input type="checkbox"/> Refused by parent <input type="checkbox"/> Not appropriate...explain below: <input type="checkbox"/> YP Failed to attend <input type="checkbox"/> YP requested Independent person <input type="checkbox"/> Other.....					

Explain below:

If you have agreed not to complete the Return Home Interview you only need to sign and forward the form on to cohesion admin.

Signature of worker:

Signature of manager:

Once this form is completed to here please forward to the following:
cohesionadmin@telford.gov.uk
familyconnect@telford.gov.uk

Please inform the C&YP that in relation to confidentiality:

“.. I have a responsibility to safeguard children and young people. Therefore I should tell you that if during our conversation today, there is any disclosure made whereby you or another child or young person were harmed or were at risk of harm, or if a criminal offence has been committed, I have a duty to disclose this matter to other social service professionals and/or the police.”

If the young person is happy to continue and you consider the C&YP to be fit and healthy, both physically and emotionally then proceed. If you have other concerns about the ability of the young person to complete the interview now then make these known and address them.

Relevant information discussed with parent/carer.

PULL FACTORS

- Children and young people who run away to see family because they are in care.
- Young people who are unhappy about their situation so go to friends.
- Young people who go missing to see boyfriends/girlfriends.
- Young people who are being exploited so feel they have no choice.
- Young people who have presented radicalised views, feel they are not understood.

Other PULL factors identify below

PUSH FACTORS

- Persistent break down in relations with parents, brothers and sisters/carers.
- Young people who suffer physical abuse.
- Young people who feel unloved.
- Young people who suffer sexual abuse.
- Young people who have some form of Mental Health difficulty.
- Family member has Mental Health difficulty.

- Young people in families who take drugs and/or drink too much.
- Young people who are bullied.
- Young people who have displayed radicalised behaviour / views.

Other PUSH factors discussed with YP (Please identify below.....)

Where did they go?

Why did they go there?

Who were they with?

Who else did they see?

What did the YP indicate they did whilst missing?

Did they witness anything to concern you?

What does the YP feel they need in order to reduce the prospect of further missing episodes?

What do they do in their spare/free time? Are there constructive diversions that you or someone else can assist with?

Were any of the following indicators/warning signs present during your discussion that may suggest the YP involvement in, or is at risk of CSE?

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality).
- History of abuse (including familial child sexual abuse, risk of forced marriage, risk of 'honour'- based violence, physical and emotional abuse and neglect).
- Recent bereavement or loss.
- Gang association either through peers, intimate relationships or relatives (in cases of gang associated CSE only).
- Associating with school peers who are sexually exploited.
- Learning disabilities.
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families.
- Friends with young people who are sexually exploited.
- Homeless.
- Lacking friends from the same age group.
- Living in a gang neighbourhood.
- Living in residential care.
- Living in hostel, bed and breakfast accommodation.
- Low self-esteem or self-confidence.
- Young carer.

Identifying CSE risk. The following signs and behaviour are generally seen in children who are already being sexually exploited.

- Missing from home or care.
- Physical injuries.
- Drug or alcohol misuse.
- Involvement in offending.
- Repeat sexually-transmitted infections, pregnancy and terminations.
- Absent from school.
- Change in physical appearance.
- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites.
- Estranged from their family.
- Receipt of gifts from unknown sources.
- Recruiting others into exploitative situations.
- Poor mental health.
- Self-harm.
- Thoughts of or attempts at suicide.

Were there any verbal indicators or warning signs present during your discussion that may suggest the YP involvement in any radicalized behaviours or attitudes?

If the C&YP has stayed out overnight or more than 24hrs please identify:

- Stayed with boyfriend/girlfriend at their home.
- Stayed with boyfriend/girlfriend outside.
- Stayed at someone's house I had just met
- Stayed at another friends house
- Stayed with family member
- Slept rough with someone
- Slept rough alone
- Just wandered around all night
- Other, please specify.....

Has the young person indicated that they would like to speak to you or someone else again in order to prevent the need to go missing any more?

Please tick Yes No

OUTCOME OF INTERVIEW:

After the meeting with the young person and/or their parents/carers do you have any **immediate Safeguarding concerns** about this young person or another following this interview.

Yes No

If Yes please contact FAMILY CONNECT at the earliest opportunity on 01952 385385 Or contact your Team Manager for advice and to agree a way forward.

If you have immediate concerns is further investigation is needed? Yes No

If so what action is to be taken:

Do you feel that a referral is required to another agency? Yes No

Any concerns about radicalised behaviour should be referred to Police.

If so what action is to be taken:

Following the return home interview please identify any assessment of needs and populate the Action Plan below:

NEEDS	ACTION	BY WHO	BY WHEN

Is there an Assessment already in place? Yes No

If so what: CAF C&F Asset Other, please specify.....

Is there a Lead professional? Yes No

If Yes who?

Does an assessment need to be completed? Yes No

If so by who?

Name of worker completing the interview:

Position

Print and sign:

Team / Agency

**Once this form is completed please forward to the following:
cohesionadmin@telford.gov.uk for recording/monitoring.**

**familyconnect@telford.gov.uk CONFIRMING COMPLETION OF THE RETURN
INTERVIEW INCLUDING THE DATE AND PERSON COMPLETING THE INTERVIEW.**

Attendees to give overview of their involvement and knowledge of YP specifically concerning Missing!

Review the placement/home situation:

Placement activities to occupy the young person

Actions when YP goes Missing

Is the placement able to keep this YP safe.

Identify Push factors:

Persistent break down in relations with parents, brothers and sisters/carers.

Young people who suffer physical abuse.

Young people who feel unloved.

Young people who suffer sexual abuse.

Young people who have some form of Mental Health difficulty.

Family member has Mental Health difficulty.

Young people in families who take drugs and/or drink too much.

Young people who are bullied.

Young people who have displayed radicalised behaviour / views.

(Not exhaustive)

Identify Pull factors:

Children and young people who run away to see family because they are in care.

Young people who are unhappy about their situation so go to friends.

Young people who go missing to see boyfriends/girlfriends.

Young people who are being exploited so feel they have no choice.

Young people who have presented radicalised views, feel they are not understood.

(Not exhaustive)

Any particular Community issues to consider:

Identify missing episode patterns:

Agree strategies to prevent further missing episodes:

Summary:

Agree Action plan/recommendations to prevent further missing episodes.

Decisions

• Action	By who	Timescale
•		
•		
•		
•		

Case Manager/Primary worker to chase actions from the Missing strategy meeting to ensure progress in one month. If there is no progress this needs to be informed to the Chairperson.

Minutes agreed and signed off by Chairperson:

Signed:.....

Appendix 17

Children Missing From Education

Children going missing to/from school or during the school day.

This relates to young people going missing on their way to, or going missing from school it does not involve young people who are failing to attend for any other reason.

- When a child goes missing on their way to school there should be clear procedures in place to follow up on their whereabouts. This should include robust registration procedures so that at the earliest opportunity parents/carers can be informed at once should their child not turn up at school. The school should have relevant contact numbers and be contacting these should registration be completed and a child not be in school. Registers should always be up to date and each child's attendance recorded accurately. This includes and is especially important during afternoon registration.
- Ensure that there are specific procedures in place for pupils who are deemed to fall into the high risk /vulnerable category.
- The school should also have in place robust late reporting systems and follow these in accordance with agreed procedures that parents are routinely informed of and can have access to should the need arise. This protects the school and the parents.
- If a child goes missing or is not where they should be during the school day every effort should be made to locate them before notifying parents/carers of their being missing. This could include school staff and trusted older pupils or hosts at the school in appropriate cases.
- The Police would not normally record or investigate reports of absences that are clearly truanting incidents. Each case will need to be assessed on its presenting risks and /or whether this is out of character for the pupil.

- If a pupil goes missing the school need to identify the appropriate person to contact parents/carers and this person will need to agree with the parent who is the most appropriate person to be notifying the police to report the pupil as missing. This will usually be the parent, however, if it is felt that concerns related to the home situation then the school should also be contacting the police to report the incident.
- All school staff should be aware of these procedures and follow them rigorously to ensure the safety of school pupils whilst also enhancing the expectations and reputations of the school.
- All pupils should be reported to the police as missing by the end of the school day if not located AND the school have been unable to contact the parents/carers.
- If you are not sure if a child should be reported to the police as missing then telephone them for advice.
- On a monthly basis the data from Family connect about missing children and the data from Education about young people Missing education will be gathered and cross referenced in order to identify individuals on both lists who can be targeted for support and any other relevant action.

APPENDIX 18

Recognising the WARNING signs of potential Child Sexual Exploitation.

Going missing can often be a sign of exploitation so it is important that staff are able to identify some of the warning signs when young people go missing as well as being conscious of this when completing the Return Home Interview process.

Some warning signs to be aware of:

- Repeatedly going missing – particularly overnight.
- Coming home with unaccounted gifts, i.e. clothes, money, food, mobile, jewellery, drugs and a common one being a mobile phone.
- Having a relationship with an older partner, with whom there are concerns.
- Mood swings and changes in behaviour.
- Excessive and secret use of the internet and/or mobile phone. (Potential for grooming!).
- Having several SIM cards, frequent mobile phone top ups.
- Being unusually secretive. i.e. Where they have been? Who they have been with? Who their friends are?
- Losing contact with family and friends their own age and associating with an older peer group.
- Unrecognised cars arriving at the home, especially at strange times.
- Alcohol/Substance misuse.
- Unexplained injuries.
- Lacking self-esteem, leading to a change in personal appearance.
- Excessive washing or bathing particularly when returning from missing episodes.

It is very important to remember that ALL children are vulnerable and a 17year old is still a child.

It is also very important to acknowledge that boys and young men are equally vulnerable and the same considerations should be afforded to males as with females in this arena. (Obviously there could be other explanations and further exploration with family, carers, friends and other information gathering systems could prove useful.)

If a child confides in you or another member of staff it is important that you believe them and make it clear that confiding in you was the right thing to do.

Certain groups of vulnerable children are more likely than others to go missing.

- Young people who have committed offences
- Children living in women's refuges
- Children of homeless families, perhaps living in temporary accommodation
- Young runaways
- Children with long-term medical or emotional problems
- Looked After children
- Children with a gypsy/traveller background
- Young carers
- Children with transient families
- Teenage mothers
- Children who are permanently excluded from school
- Migrant children, whether in families seeking asylum or economic migrants
- Trafficked children

For detailed guidance, see 'Statutory Guidance for Local Authorities in England to identify children not receiving education', published by the DfE in February 2007.

WARNING SIGNS AND VULNERABILITIES CHECKLIST

The following are typical vulnerabilities in children prior to abuse:

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality).

- History of abuse (including familial child sexual abuse, risk of forced marriage, risk of ‘honor’- based violence, physical and emotional abuse and neglect).
- Recent bereavement or loss.
- Gang association either through relatives, peers or intimate relationships (in cases of gang associated CSE only).
- Attending school with young people who are sexually exploited.
- Learning disabilities.
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families.
- Friends with young people who are sexually exploited.
- Homeless.
- Lacking friends from the same age group.
- Living in a gang neighbourhood.
- Living in residential care.
- Living in hostel, bed and breakfast accommodation or a foyer.
- Low self-esteem or self-confidence.
- Young carer.

The following signs and behaviour are generally seen in children who are already being sexually exploited.

- Missing from home or care.
- Physical injuries.
- Drug or alcohol misuse.
- Involvement in offending.
- Repeat sexually-transmitted infections, pregnancy and terminations.
- Absent from school.
- Change in physical appearance.
- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites.
- Estranged from their family.
- Receipt of gifts from unknown sources.
- Recruiting others into exploitative situations.
- Poor mental health.

- Self-harm.
- Thoughts of or attempts at suicide.