

**APPENDIX 1 QUICK REFERENCE GUIDE – MISSING FROM HOME/CARE ADDRESS WITHIN THE WEST MIDLANDS POLICE AREA**

**Police and Parent Responsibility**

Parents make enquiries to locate child.

Parents should then telephone Police (101) with details of the missing child. Details required: Child's name/DOB/Where, when and who missing with/what child was last seen wearing/description of the young person/ recent photo/medical history/ time and location last seen.  
All efforts to locate the child/young person must be recorded and auditable

**West Midlands Police Assess the Risk level and Police notify Dudley MASH- via their compact system**

<p>Police Officers to conduct a risk assessment which will form the basis for resulting proportionate actions. Enquiries are then ongoing.  Any new concerns must be reported via a MARF to MASH.</p>	<p>MASH Admin will create the child, a contact (if the child does not have an allocated Social Worker) and a missing episode on LL. MASH checks will be completed if required.</p>	<p>Parents/Carers continue in their effort to contact/locate missing child.</p>
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**MASH Missing Triage.**

Daily at 10.00 a.m. MASH/Locate Police/CART will screen all Compacts for children who do not have an allocated Social Worker. MASH will chair and record this part of the meeting. Locate Police and CART will remain to also discuss children who are open to social care. A representative from CART will chair the second part of the meeting Monday – Wednesday and a representative from the CS Hub will chair this part of the meeting Thursday and Friday's. CART will initiate the RHI on the receipt of a Found compact. CART will alert the allocated team/exploitation Hub. The case discussions for children open to social care will be recorded by the chair as a case note under the heading 'meeting'.

MASH Manager records information gathered on Contact and recommended actions and will alert the Contextual Safeguarding Hub of exploitation risks.

MASH will then review risk in accordance to frequency of Missing episode and any other risk factors to determine threshold for a Strategy Meeting; Child Young Person Assessment/Early Help or Universal Services. The Contextual Safeguarding Hub must be alerted of any exploitation risks.



Child open to Dudley Early Help – MASH will review risk and determine threshold.



Child open to Open to Dudley Social Worker - MASH admin will create a missing episode and this will be sent to the CART in-tray and a missing alert sent to the relevant Social Care team tray and IRO on Liquidlogic. Social Worker to arrange Strategy Meeting dependant on frequency and duration of missing episode in accordance with safeguarding procedures. If the child is a CIC the Social Worker should complete the child missing/found notification form and send it to the Head of Service for Safeguarding, Head of Service for Social Care, MASH and IRO. This form must be updated and resent when the child is found.



#### **MISSING PERSON is located or returns to Home Address**

When a missing child is located by family/friends/carers etc. it is their responsibility to return the child to the home address. Where a risk is present a Police officer may accompany the family/carer, or the Police may be requested to collect and return the child to the place of residence. Parents/carers must inform the Police when a child returns of their own accord.



The Police may conduct a 'Safe and Well' check to establish missing person's well-being and safety, and to establish whether they were the victim of crime or abuse whilst missing. Any new safeguarding information will be passed to Dudley MASH.  
When a found compact is discussed at the daily triage meeting Dudley MBC's Missing Service will offer and undertake a Return Home Interview (RHI).



Following RHI if safeguarding concerns are identified then CART must alert:

- MASH (on unallocated or open to Early Help) submit a MARF
- Allocated Social Worker/EDT
- Police if there is an immediate threat to child's safety
- Complete a FIB Form