APPENDIX 2

QUICK REFERENCE GUIDE – MISSING OUT OF AREA CHILDREN WHO ARE LIVING IN THE DUDLEY BOROUGH

Carers make enquiries to locate child. Carers should then telephone Police (101) with details of the missing child. Details required: Childs 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 Police Officers to MASH will Carers continue in create the child conduct a risk their effort to and add a contact/ locate assessment which will form the basis for missing child. missing episode on LL. resulting proportionate actions. Enquiries are Locate Police then ongoing. will notify the home Any new concerns authority. must be reported via a MARF to MASH.

MASH Missing Triage. Daily at 9.30 am MASH/Locate Police/CART screen all Compacts.

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

MASH in collaboration with the home authority 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.

MISSING PERSON is located or returns to Home Address

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

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 MASH will notify the home authority and a decision will be made as to who will complete Return Home interview.

On receipt of police missing/found compact MASH will create the child and missing episode on Liquidlogic. The episode will be triaged, and Locate will transfer the episode to the appropriate authority to offer a RHI. CART will add any information that is shared by the home authority as a case note and ensure any safeguarding concerns are shared with MASH. If the Return Home Interview form is completed by home authority, CART will endeavour to ascertain details prior to finalising the missing episode in Liquidlogic. As previous