APPENDIX 3

QUICK REFERENCE GUIDE – DUDLEY CHILDREN IN CARE MISSING FROM OUTSIDE THE WEST MIDLANDS POLICE FORCE AREA.

Foster Carer / Residential Staff become aware young person is "missing from care" and notify Dudley Social Care, either via Social Worker or EDT (if out of hours)

Parents/Carer/Placement provider reports child missing to Police (101)

Providing: child personal details/location last seen/missing with who/presentation description/recent photo/medical history last seen at which location.

All efforts to locate the child/young person must be recorded and auditable

West Midlands Police Assess the Risk level and send Missing Compact to MASH (via Police Compact system)

Police Officers to conduct a risk assessment which will form the basis for resulting proportionate actions. Enquiries are then ongoing. All efforts to locate the child/young person.

Any new concerns must be reported via a MARF to MASH.

Allocated Social Worker and Team
Manager will discuss thresholds
and 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

Allocated Social Worker creates a contact and a missing episode and create the child missing/found notification form. The form is sent to the IRO/Head of Service/ Head of Safeguarding and MASH, to be discussed at triage.

be alerted of any exploitation risks.

Placement
Providers continue
in their effort to
contact/ locate
missing child.

MASH Missing Triage

Daily at 10.00 am MASH/Locate Police/CART/CSHub screen all Compacts and missing/ found notification forms. The out of borough residential provider is responsible for arranging a RHI to be completed and to share the information they gather with the allocated Social Worker.

MISSING PERSON is located or returns to Placement

When a missing child is located by Police/Carers it is their responsibility to collect the child to the home address. Where a risk is present a Police officer may accompany the family, or the Police may be requested to collect and return the child to the place of residence. 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.

It is the placement provider and Social Workers responsibility to organise a Return Home Interview within 72 hours of the child being found. The Social Worker must update the Child Missing/Found Notification Form and send it to IRO/Head of Service/ Head of Safeguarding and MASH

Any Return Home Interview feedback or information should be recorded on the Return Home Interview form in Liquidlogic by the allocated Social Worker. On completion of this the Social Care Team Manager will finalise the missing episode on Liquidlogic.