

Missing Children and Young People: Flowchart of Process and Responsibility in Swindon.

Procedure for recording and managing missing incidents

Wiltshire Police send the Missing person's Report/Storm Log of children and Young People to MASH.
Every work day (morning) MASH email a list of children gone missing in previous 24 hours for Team Managers to make a decision who is best placed to undertake the RHI

Open Case

Open to A & CP/ long term team or Disabled Children team.

MASH email SW, Line Mgr and Team Mgr; Workflow S/W Team; The responsible team save document in Children's file.

Social Work team: This also applies to children placed out of Borough

- ✓ Opens missing involvement and record 'date reported missing' and 'date returned'
- ✓ RHI to be organised. Must be offered within 72 Hours
- ✓ Police missing report/ STORM log – RHI saved to child's file and added to Missing Exemplar. Once completed, exemplar closed
- ✓ Copy of RHI to be sent to Police in MASH@wiltshire.pnn.police.uk
- ✓ If concerns re Child Exploitation Screening Tool to be completed and CSE exemplar on ICS to be completed.
- ✓ SW should look at RHI to identify PUSH/PULL factors
- ✓ Update/Complete Risk

Is the Child Looked After?

YES

Please Note: If the Child is LOOKED AFTER or subject to CP PLAN or Missing 24 Hours, 'Need to know' FORM to be completed and sent to Service Manager who will inform Head of Service

Parents should be notified of child's missing episode.

SW should discuss with IRO to decide whether Child Looked-After Review is brought forward

Discuss with Foster Carer or Parents (if appropriate) to establish Causes/ Factors why he/she went missing

Social Work Teams should consider a Strategy Discussion when:

- 3 or more episodes in 90 days
- Missing for more than 24 hours
- Under 13

A Risk Management Plan should be undertaken and rationale for management decision to be recorded in missing record. Statutory assessment to incorporate concerns around missing episodes (risks)

Not open

Process as new contact to MASH Manager. Is the child absent or missing? Further action required?

Open Missing Child Exemplar; RHI outcome goes in here as well as return date

If concerns regarding CSE, screening tool to be considered and CSE exemplar on ICS to be completed

Duty Manager requests RHI as part of decision making (NB: RHI not appropriate for all missing children)

If Further Actions required

YES

Referral and recommendation made by FCP Managers to A & CP

Child in need

Strategy Discussion

NO

Consider who the info needs to be shared with and/or sign posting on

FCP receives completed RHI and attaches to missing exemplar for manager to review (contact will be closed).

If concerns highlighted by RHI, FCP Manager will refer to A & CP team to take action.

Copy of RHI to be sent to Police in MASH@Wiltshire.pnn.police.uk

Media Coverage

If there is a high level of risk, the police may consider using media coverage – this will be discussed with parents and SCS in advance. If a child:-

- Lives at home, the decision will be taken by police in consultation with the parents
- Is S20 accommodated, a joint decision will be taken by police and the DCS, following consultation with CSC and the child's parents.
- Is on a Care Order, the DCS will make the decision but will inform the child's parents if this is in the child's best interest.

Glossary:

FCP: Family Contact Point

MASH: Multi-agency Safeguarding Hub

RHI: Return Home Interview

A &CP: Assessment and Child Protection

CSE: Child Sexual Exploitation

IRO: Independent Reviewing Officer