

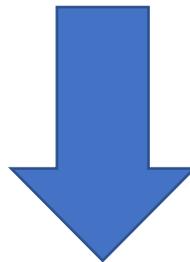
Appendix 1: Procedure Flowchart When Children are Missing from Care

Missing Event

Initial steps when a child's whereabouts are not known

Homes staff will refer to the child's missing from care plan and Philomena protocol to take all reasonable steps in order to identify the circumstances and whereabouts of the child. This will include.

- Making enquiries with other children in the home and associates including friends and family, unless doing so would place the child at increased risk;
- Conducting a search of the home, its grounds and surrounding areas the child is known to frequent;
- Trying to establish contact with the child by calling their mobile phone at regular intervals if they have one.

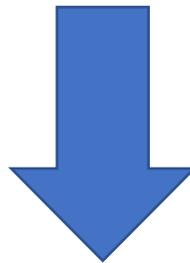


It has not been possible to locate the whereabouts of a child

If it has not been possible to identify the whereabouts of the child homes staff are to report them missing to the Police by telephoning (101) or 999 if there are serious safeguarding concerns. Homes staff are to provide information found in the child's Missing from Care plan. This will include.

- The child's name/s; date of birth; status; responsible authority;
- Where and when they went missing;
- Who, if anyone, they went missing with;
- What was the child wearing plus any belongings such as bags, phone etc.
- Description and recent photo;
- Medical history, if relevant;
- Time and location last seen;
- Circumstances or events around going missing;
- Details of family, friends and associates;
- Updated risk assessment.

The Police will determine from the information the category of risk to the missing child. The actions of the Police and homes staff will be shared. A crime reference number will be issued by the Police that should be used in any further communication with them about the child that is missing.



Other individuals and agencies who should be contacted when a child is missing

When a child has been reported missing to the Police homes staff should notify the following individuals and agencies,

- The child's Social Worker/Placing Authority – contact details will be in the child's missing from care plan;
- The parents and any other person with parental responsibility, unless it is not reasonably practicable or to do so, or would be inconsistent with the child's welfare;
- The Independent Reviewing Officer (IRO);
- Registered Person (Homes Manager); and
- Responsible Individual.



Actions to take when a child has been reported missing to the Police, Individuals & Agencies

- Homes staff are to commence an incident/missing from care report that details circumstances around how the child went missing, actions to locate them and persons notified. This report should be updated with every contact and action taken from the child being reported missing up until they return;
- Homes staff are to continue trying to contact the child at regular intervals either directly if they have a mobile phone or, via family, friends or associates;
- Homes staff are to continue conducting a search of the local area and places the child is known to frequent – if it is safe to do so and staffing levels permit;
- Homes staff to update relevant professionals i.e., Police, placing authority and registered person with any new information.