Appendix 7: Looked After Child Information Pack (Grab Pack)

**Section 1:** To be completed at start of placement and maintained throughout



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| PERSONAL SUBJECT DETAILS | |
| **First name** |  |
| **Middle name(s)** |  |
| **Last name** |  |
| **Alias/Nickname** |  |
| **Gender** |  |
| **Date of Birth** |  |
| **Mobile Phone Number** |  |
| **First Language** |  |
| **Current address** |  |
| **Since** |  |
| **Primary Contact at address** | (name and contact number) |

Attach Photo

Date Taken:

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| DESCRIPTION |  |
| **Height** | [Eg F507 or very tall, tall, medium height, short] |
| **Build / Weight** | [Eg slim or 70 kilos] |
| **Nationality** |  |
| **Distinguishing/noticeable features** | [Eg tattoos and scars] |
| **Hair Colour and style** |  |
| **Facial Features** | [Eg glasses or beard] |
| **Usual clothing** | [Eg what they normally wear] |

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| SOCIAL CARE DETAILS |  |
| **Care Order/Case Status** |  |
| **Social Worker** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Local Authority** |  |

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| NEXT OF KIN, ASSOSIATES, CONTACTS AND LOCATIONS | | |
| **Next of Kin** | [Full name]  [Relationship] | [Address]  [Phone number]  [Email] |
| **Friend or Family member (repeat row as necessary for key contacts)** | [Full name]  [Relationship] | [Address]  [Phone number]  [Email] |
| **Group or Club** | [Name of Group or club]  [Email] | [Address]  [Phone number] |
| **Other relevant person/group** | [Full name]  [Relationship] | [Address]  [Phone number]  [Email] |
| **Previous Address/es** | [Address]  [Phone number]  Since: [Enter a date they resided there] | |
| **Other Relevant location** | [Address and connection] | |

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| OTHER PERSONAL INFORMATION | |
| **Bank Account & Credit Card numbers** | [How much money do they have access to, what are their card numbers] |
| **Vehicle access** | [Please provide make, model, colour and registration] |
| **Social Media accounts** | [Please list any social networking sites they use, including account/profile numbers and passwords if known] |
| **Passport number** |  |
| **Oyster or Freedom card number** |  |

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| THEAT OR RISK TO THEMSELVES? |  |
| **Sexual and/or Criminal Exploitation** | Please provide any known/suspected details |
| **Gang involvement** | Please provide any known/suspected details |
| **Self-harm** | Please provide any known/suspected details |
| **Risk of suicide or attempted suicide** | Please provide any known/suspected details |
| Risks posed by family members or known associates | Please provide any known/suspected details |
| Risk of forced marriage, FGM or honour-based violence | Please provide any known/suspected details |

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| THEAT OR RISK TO OTHERS? |  |
| **Violent tendencies** | Please provide any known/suspected details |
| **Impulsive Behaviour** | Please provide any known/suspected details |
| **Criminal Behaviour** | Please provide any known/suspected details |

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| MEDICAL BACKGROUND |  |
| **GP details** |  |
| **Medication** |  |
| **Likely outcome if they don’t take their medication** |  |
| **Mental health or psychological issues** |  |
| **Physical disability or impairment** |  |
| **Other medical issues** |  |

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| SUBSTANCE/DRUG, ALCOHOL OR OTHER DEPENDENCIES? | |
| **Usage/Addictions** | Please provide any known/suspected details |

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| NORMAL ROUTINE | |
| **Frequent activities and patterns** |  |
| **Locations they frequently go** |  |

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| EDUCATION | |
| **Provision** | Details of School/Alternative Provision/College/University/Elective Home Education/Tutoring/Online Learning |
| **Attendance levels/frequency/patterns** |  |
| **Not in Education, Employment, or Training (NEET)** |  |

**SECTION 2:** To be updated when the child goes missing

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| CIRCUMSTANCES: | |
| **Circumstances in which the child left** |  |
| **Recent behaviour or incident that have occurred leading up to child going missing** |  |
| **Does the child require any essential medication or treatment not readily available to them whilst they are missing** |  |
| **Place last seen** |  |
| **Time and date last seen** |  |
| **Last seen by** |  |
| **Description of what they were wearing when last seen** |  |
| **Were they with anyone when they were last seen** | (include any known contact details/descriptions) |

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| ATTEMPTS TO CONTACT:  (Enquiries with known friends/relatives etc) |

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| Date | Time | Name, Contact number, address | Result |
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