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| **Missing: LAC or CP Plan****Senior Management Briefing** |
| **To** | **Strategic Director (Care, Wellbeing & Learning)** |
| **From** | **Name** |  |
| **Role** |  | **Date** |  |
| **cc** | **Business Manager (Safeguarding Children)** |
| **Further info from:** |  | **Tel:** |  |
| **Name** |  | **DOB** |  |
| **Care First ID** |  | **Ethnicity** |  |
| **Home Address** |  | **CP cat** |  |
| **LAC: Legal status** |  | **Start date** |  |
| **Placement address** |  | **Type** |  |
| **Placement provider** |  | **Start** |  |
| **Staff** |
| **Social Worker** |  | **Tel** |  |
| **Team Manager** |  | **Team** |  |
| **Service Manager** |  | **Service Director** |  |
| **Missing episode** |
| **Start Date** |  | **Time** |  |
| **Reported to Police** |  | **Time** |  |
| **Assessed risk level** |  | **Incident no** |  |
| **Media alerted (Y/N)** |  | **Decided by** |  |
| **Background (inc previous missing episodes)** |
| **Actions taken to date** |
| **Plans for return** |
| **A** | **Completed by** |  | **Date** |  |
| **Strategy Meeting**  |
| **Date** |  | **Chair** |  |
| **Key points; outcome** |
| **B** | **Completed by** |  | **Date** |  |
| **Multi-Agency Review (Missing from Care)** |
| **Date** |  | **Chair** |  |
| **Key points; outcome** |
| **Recommendation on publicising that CYP still missing:** |
| **Future management arrangements (inc follow up meeting)** |
| **C** | **Completed by** |  | **Date** |  |
|  |
| **Notes:**=This document should be used in conjunction with the LSCB procedure *‘*[*Children Missing from Care, Home or Education’*](http://www.proceduresonline.com/nesubregion/Gateshead_SCB/p_ch_miss_care_home_ed.html#local_info)*.*=At each stage (A, B, C) the form should be sent to those listed at the top=Initial report must be submitted within 24 hours of the young person going missing=Strategy Meeting/Discussion is to be held within 24 hours if they are still missing=Missing from Care Review/Discussion is to be held within 3 days if they are still missing, and repeated until found.  |
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