|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | | | | | | | | |
|  | | | | | | | | |