

Missing

Foster Carer, Residential Worker, Parent becomes aware that the child/YP is absent.

Consult Missing Person's Action Plan and Missing Person's Risk Assessment.

Any child/YP whose Missing Person Risk Assessment defines them as high risk for Any 'Missing' episode, must be reported to the Police immediately and the Missing Flowchart followed.

Missing Person Action Plan and Risk Assessment should be followed, however it must be remembered that a risk could escalate dependent on variables present, as such professional judgement should be utilised.

Foster Carer, Residential Staff, Parents should make all reasonable attempts to locate the child/YP with friends/relatives. This should include a search of the residence and the local area.

Foster Carer, Residential staff, Parent to inform others

Foster Carer	Residential Staff	Parent
Police	Police	Police
Social Services/EDT	Social Services/EDT	Social Services/EDT
LAC Health Team	LAC Health Team	
Parents (unless a good reason as to why not)	Parents (unless a good reason as to why not)	

Residential Worker/Social Worker/EDT to open a missing episode on Liquidlogic. This should be activated as soon as the Police have been called to report the episode; there is no requirement to wait for the Police Notification which can be added when available.

A record of the attempts to locate the child/YP thus far should be recorded in this Liquid Logic Missing Episode, as should a record of who else has been informed, this should cover the list opposite and may also include school, youth offending, etc.

A clear record within the episode **must** be made as to when those with PR have been informed, and what information has been given to them.

May need to be done by Social Worker.

If the child/YP lives outside of the Local Authority Area, then the Host Local Authority **MUST** be informed of the Missing Episode.

Social Worker to inform the child/YP ICRO, and take steps to locate the child/YP through other agencies.

Missing for 12 hours – inform Group Manager

Missing 24hrs – inform Assistant City Manager (Alex Campbell)

Case should be reviewed at a minimum of 12 hour time slots, attempts to locate child/YP, new information received, plan moving forward should be logged in the open missing person episode.

Missing for 7 days, convene a multi-agency strategy meeting. Note, a meeting can be arranged at any time leading up to the 7 days if this is thought necessary in the circumstances of the case.

A Strategy meeting can be opened manually within Liquidlogic. A recording should be placed within the open missing episode to indicate that this has been done.

Child/YP is still not found. Consult Policy on tri.x for further progression details.

Child returns/Found

At any point in the process when the child is found/returns home, update the status in Liquidlogic. You should not wait for the 'found notification' to come through.

Close the episode (which will enable a new episode to be opened if necessary whilst awaiting the completion of the return interview). Episode can be closed by Pod Co; Residential Staff; EDT; Social Worker.

Go to forms within the episode to open a return interview form.

The return interview cannot be carried out by a member of the fostering household or a staff member within the residential placement.

The complete Hull Children's Services [Missing Children and Young People Procedure and Guidance](#) should be consulted for a more in-depth understanding of the procedure. Remember Key Points:

- All information relating to a missing episode must be logged within the open missing episode
- Utilise current Missing Person Action Plan and Missing Persons Risk Assessment – consider the need for these to be updated/created.
- If a child/YP is placed out of county, inform host local authority of missing status
- If a child/YP is missing for more than 24 hours inform Alex Campbell.