

## Process for when a Child has been missing 3 times in 90 day period and is not open to Children's Services Social Care

Child is reported missing to Police – Incident created on NSPIS.  
LCC Business Support receive notification via police compact system and check records to establish if this is the child's **3<sup>rd</sup> Missing Incident in 90 day period**.  
LCC Business Support create a **Contact** on Mosaic with the details of the missing incident.

LCC Business Support create a **Missing Screening Step** in Mosaic with incident information.

This remains open until the child is found, when the found information is inputted into the step with details of number of previous missing incidents and return interviews.

**Notification that this is 3<sup>rd</sup> Missing Incident in 90 days, in addition to:** Police risk level of current missing incident, total number of missing incidents including current incident, Date of first missing incident, Date of most recent missing incident, Number of days since previous missing incident, Total number of RI offered previously, Total number of RI completed, Total number of RI not offered due to further missing, Total numbers of RI not completed due to young person declining

LCC Business Support create a **Return Interview Request Step**.

Return Interview Request Step is sent to Early Help Front Door or Relevant Team Inbox.

**This includes notification that this is the 3<sup>rd</sup> missing incident in 90 days and the additional information, as above, regarding previous missing.**

LCC Business Support create a **Customer Services Contact Screening Step** – send to Customer Service Centre for Screening.

Next Steps Decided by Screening Team and sent to relevant Team if required

Early Help Front Door or Team Manager assigns the **Return Interview Step** to the relevant worker.

**This includes notification that this is the 3<sup>rd</sup> missing incident in 90 days and the additional information, as above, regarding previous missing.**

Return Interview is completed with consideration of current and previous missing incidents, including content of previous completed return interviews.

Mandatory **Management Oversight of the Return Interview Step** will require assurance that all missing incidents are being considered, safety plans are in place and that next steps are identified.

Additional questions will be asked relevant to 'frequent missing' and consideration of convening a multi-agency meeting including the Police, young person and their family.

Return Interview on mosaic is completed, manager sends notification to LCC Business Support who finish work step.

LCC Business Support share completed Return Interview document with Lincolnshire Police Safeguarding Hub (PSH)

Lincolnshire Police Safeguarding Hub (PSH) update their records with relevant information from Return Interview