## **Lincolnshire County Council**

## Process of Notification for Return of Missing Children/Young People



POLICE UPDATE A SHARED DATABASE WITH THE MISSING AND RETURN NOTIFICATION (VIA MISSING PERSON RECORD SYSTEM (COMPACT)) AND DETAILS OF ANY CHILD/YOUNG PERSON CYP WITHOUT NOTIFICATIONS. THE NOTIFICATIONS ARE ADMINISTRATED BY LCC BUSINESS SUPPORT, TAKING THE FOLLOWING ACTIONS:

If case is active and has a Children's Services Worker, LCC Business Support will add a contact and a notification is sent to the Children's Services Worker that a return interview has been requested.

If Case is closed, does not have involvement of Children's Services or the Child/YP is not known to Children's Services a contact will be added by the LCC Business Support, this is also completed for the 'information only' forms.

Request is sent to Early Help Front Door through Local Authority Recording System (MOSAIC)

**Return Interview Completed** 

Return Interviews completed on Local Authority Recording System (MOSAIC) and notification sent to the Local Authority Business Support (for missing)

Missing Business Support saves return interviewin shared folders and notifies Police for them to reviewit.

If there is no Children's
Services Worker then Return Interview worker will
read Local Authority Record (MOSAIC). If there is a
Team Around the Child and
Lead Professional identified
then Return Interview
worker will contact Lead
Professional before the
return interview visit.

Where there are no agencies involved with the Child/Young Person (CYP) and where an Early Help Assessment (EHA) is appropriate, Return Interview worker completes Early Help (EH) request through an internal contact on Local Authority Recording System (MOSAIC).