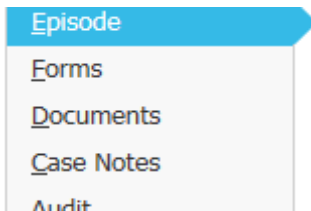


Missing Episodes and Return Interviews.

The missing episode will be added to the child's LCS file by Business Support in the Safeguarding Unit. This acts as a Notification alert to inform the worker and their manager that the child has gone missing.



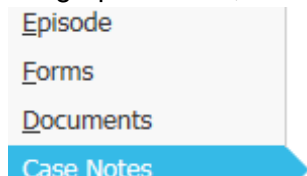
To update

You can update an existing missing Episode with any relevant information.

● Actions

▶ [Update Missing Person Record](#)

EVERY case note and report relating to the Missing Incident **must** be added in the 'Missing Hub' within the specific missing record you have created. Case notes and documents added into the Hub will automatically be copied into the Main Demographic areas; ie. Documents and Case Notes -

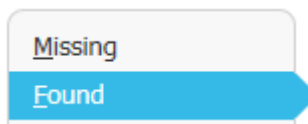


DO NOT FINALISE THE EPISODE UNTIL THE RETURN INTERVIEW IS COMPLETED.

Once a child/young person has been 'Found' go to the 'Update Missing Person Record' and update the episode under the **Found** section –

● Actions

▶ [Update Missing Person Record](#)




Then state that the child has been offered a **Return Interview** and whether or not they have accepted the interview.

● Return Interview

Return interview offered? ☐ Yes ☐ No ☐ Not Applicable
Additional Information

● Found Details

Episode End Date 
☐ Is this an approximate End Date and time?
End Reason
Additional Information

A child/young person **should always be offered a Return Interview**. If the child has not engaged or been available for planned visits then this can be viewed as a refusal.

'Not applicable' can be used in agreement with line management for exceptional circumstances only.



Return Interview

- Go to the Additional tab in the Main Demographics of the LCS Case File
- Click on the **Missing episode**
- Go to Forms section in the Missing Hub,
- Select **Start New Form**
- Select **Return Interview**
- You will then be able to complete the **Return Interview** form

Update

Cancel

- Update: Missing Person: Pansy Laptop , Missing from 27-Jul-2017 09:50

Missing

Found

Found Details

Episode End Date

30.07.2017 13:30

☐ Is this an approximate End Date and time?

End Reason

Returned by Self

Additional Information

Very tired on return - refused to say where they had been or who with

Outcomes

To give time for catching up on sleep and revisit in the morning

Return Interview

Return interview offered?

☒ Yes ☐ No ☐ Not Applicable

Return interview accepted?

☒ Yes ☐ No ☐ Not Applicable

Date Return Interview Completed

31.07.2017

Return Interview Completed By

A.N.Other

Additional Information

Not willing to under go a return interview now but has stated will do in the morning.

If a young person refuses an interview we **do not** fill in the interview form. Instead use a secure email account to inform the Police as usual that the interview has been declined. The email body should include any information/intel you may think is relevant for the Police (or on an attached police intel form).

You will then need to record the refusal officially in the specific Missing record under the Missing Hub in the Additional area of the Demographics and with a specific case note called 'Return Interview Refused' which is only available in the Missing Hub case notes selections.

SEND THE RETURN INTERVIEW TO YOUR CASE SUPORT WORKER TO SEND TO THE POLICE:

MissingFromHome@northyorkshire.pnn.police.uk

The Case Support Worker is to then add a case note on to say it has been sent to the Police.

Once completed Finalise