



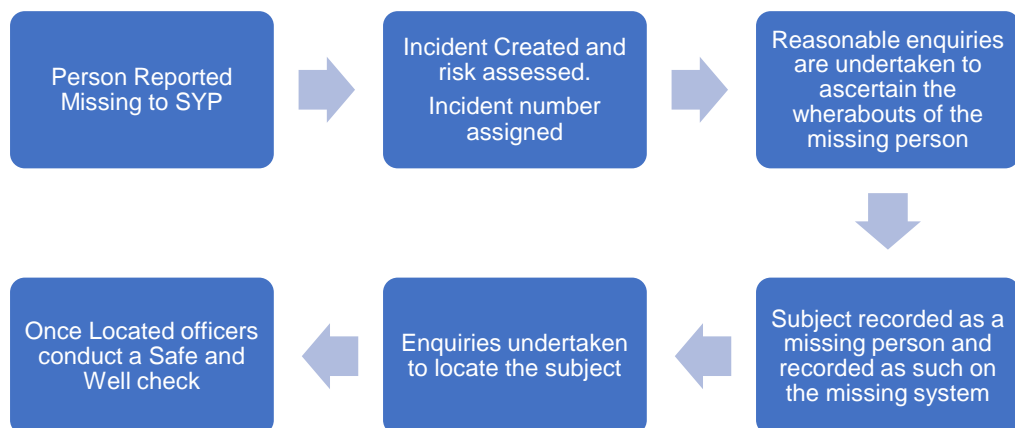
Evolve's Missing Children/Young Person Guidance

- Anyone whose whereabouts cannot be established will be considered as missing until located. All reports of missing people sit within a continuum of risk from 'no apparent risk (absent)' through to high-risk cases that require immediate, intensive action' (South Yorkshire Police). A process map that South Yorkshire police follow when managing incidents of missing person's can be viewed on Page 2 of this document.
- When a child/young person is placed in care, a safety plan must be agreed with the allocated social worker during the planning meeting and reviewed regularly, where appropriate. This should include expectations of when the child/young person goes missing – including roles and responsibilities of the placement e.g. whether placement/carers will visit an address of where the child/young person is reporting or suspected to be.
- Where appropriate, should reasonable steps have been undertaken by placements/carers in order to locate the child/young person to no gain, then an incident should be logged with the police. Dependent on the level of concern e.g. whether placements/carers deem that an immediate or non-immediate response is required – telephone contact should be made to either '101' (non-emergency services/police) or '999' (emergency services/police).
- When speaking to the police, it is important that a brief summary of the child/young person is provided including any concerns/worries i.e. CSE/CCE concerns, mental health, etc.
- The following information must be obtained from the police: details of the police i.e. names, roles, an incident reference number and the agreed plan of action.
- If the young person is found by the placement or returns of their own accord, the police must be notified of all information including the circumstances associated to the child/young person being found/returning, the welfare of the child/young person including any concerns/worries e.g. change in clothing, any concerning/worrying behaviours the child/young person may be displaying, under the influence of a substance etc.
- The police are likely to undertake a 'safe and well check' to the young person. The names and roles of the police officers that attend must be obtained.
- Should the missing episode occur during normal business hours (9am – 5pm), placement/carers should report this to the allocated social worker or duty social worker if they

are not available. Information regarding the details of the police i.e. names and roles, the incident reference number and the agreed plan of action needs to be shared.

- Should the missing episode occur out of normal business hours, placement/carers should report the episode to MASH/Out of Hours Social Care on 01709 336 080. Information regarding the details of the police i.e. names and roles, the incident reference number and the agreed plan of action needs to be shared.
- On the child/young person being found/returned following the missing episode being reported, Children's Social Care must be notified of all information including the circumstances associated to the found, the welfare of the child/young person including any concerns/worries e.g. change in clothing, any concerning/worrying behaviours the child/young person may be displaying etc. The following information must be provided to Children's Social Care: details of the police i.e. names, roles, the outcome of the police's safe and well check/return home interview.
- The Missing Advocates within Rotherham Metropolitan Borough Council will then arrange an independent missing return interview within 72 hours of the young person being found.

South Yorkshire Police's MISPER Process Map



'In respect of the above there is some flexibility in the process...[Therefore] a number of these are found within a short period of time hence never get to the missing system. Officers dealing with such cases will still submit a VA (vulnerable adult) form or VC (vulnerable child) form. These will then be picked up by Rotherham social care, either adults or children' (South Yorkshire Police).