

Swindon Children Missing from Home and Care: Process and Responsibility

The relevant Police Force, where the child lives, are responsible for sharing directly all graded missing episodes with Children and Families Contact Swindon and Missing Co-ordinator.

When reports are received, Children and Families Contact Swindon will review the missing report and decide on who is best placed to carry out the Return Home Interview.

Business Support who are responsible for opening a missing episode on Care Director using information from the missing report.

OPEN CASE

Level 3 or 4 – Named worker notified and copy of missing report sent. RHI requested by Children and Families Contact Swindon Services.

Business Support to open Missing Episode to Care Director

Allocated worker:

Arrange RHI and carry out RHI within 72 hours. Once completed Line Manager oversight. If there are concerns about exploitation then a CERAf needs to be completed on Care Director.

If risk level of missing person is high with a trigger and missing safety plan, the child will be discussed at the NPT MACE. Allocated Team Managers will be invited to attend the meeting. Plan for prevention and disruption of further missing episodes.

Education provider notified of missing episode by Education Safeguarding Officer.

RHI reminders will be sent to allocated workers by the Missing Childrens Co-ordinator. All RHI's sent to Police by Missing Co-ordinator.

CERAf to be completed on Care Director. OPAL will have a case discussion with the referrer and agree risk level. Once CERAf's completed and triaged by OPAL, guidance from Harm Outside the Home must be followed.

Acronym Key:

SW – Social Worker
RHI – Return Home Interview
A&I – Assessment and Intervention
MCC: Missing Childrens Co-ordinator
CERAf: Criminal Exploitation Risk Assessment Form
CSMT: Childrens Service Management Team
ESO: Education Safeguarding Officer
MACE: Missing and Child Exploitation.
NPT: Neighbourhood Policing Team.

NOT OPEN

Process the contact. A&I to add to Care Director and share with ESO. If child is absent or missing further action required?

Children and Families Contact Swindon to request an RHI as part of decision making to identify next steps.

RHI's carried out in 72 hours and next steps identified with IAS management oversight

Where there is no SW/Lead Professional, the missing co-ordinator will complete a request for help and support, ensuring that Parent(s)/Carer (s) are aware. Request for the child to be open will be made via Children and Families Contact Swindon.

Level of support identified. MCC to attend Locality Panel if required. If there are concerns about high level of risk the child is discussed at MACE NPT and/or at out of county MACE.

Swindon Children Missing from Home and Care: Process for Recording and Managing Swindon Children Missing from Home or Care

Parents should be notified of child's missing episode.

Strategy discussion to be held. SW to remain in contact with foster carer/placement and Police colleagues. Need to Know form completed if missing for over 24 hours and shared with Service Manager. Social Media appeal considered. Re-Strategy Meeting daily until child is found.

Once child is located, RHI to be offered within 72 hours. Once completed, line manager to add oversight. Police return report added to Care Director by Business Support. Social Worker to discuss with Independent Reviewing Officer to decide if a Children We Care For Review is brought forward.

If there is a high level of risk then the Police may consider media coverage. If a child:

- Lives at home – the decision will be made by Police in consultation with parents.
- Is S20 – Joint decision by Police. Director of Services and parents.
- Has a Care Order – Decision is made by the Director of Services. Parents will be informed if it's in the child's best interest.

Director of Safeguarding and Support, is to be informed of any Swindon child/ren, who are living in or out of county, who have been missing more than 24 hours

A NEED TO KNOW is to be completed by allocated Lead Professional or Duty Worker and sent to Service Manager and Head of Service for oversight and risk management. Prior to sharing with relevant professionals

Must be sent as a priority to **Director of Safeguarding and Support**

Social Work Teams/Childrens and Families Contact Swindon will have a Strategy Discussion when:

- Missing for more than 24 hours.
- 3 or more missing episodes in 90 days.
- Anyone under 13 years old.

Rationale for management decision should be recorded on Care Director.

Statutory Assessment to incorporate concerns around missing episodes (risks).