

The runaway and missing from home and care protocol



EAST RIDING
OF YORKSHIRE COUNCIL

Keeping children and young people safe
ERSCB
EAST RIDING SAFEGUARDING CHILDREN BOARD



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1. Introduction

- 1.1 It is a key duty of East Riding Safeguarding Children Board to safeguard and promote the welfare of children and young people. This will be achieved by working in partnership with professionals and agencies effectively. When a child or young person runs away or goes missing from home or care he/she is at risk. It is the responsibility of East Riding of Yorkshire Council to protect children and young people whether they go missing from their family home or local authority care. The Council was the first local authority within the Yorkshire and Humber region to sign the Runaways Charter.
- 1.2 The exact figure of children and young people who run away or go missing each year is unknown. The Children's Society (2011) suggested an estimated national figure of 100,000 children and young people. Locally, in 2013/14, there were 361 recorded instances of a child or young person running away or going missing. This figure consisted of 157 children or young people of which 49 were missing on two or more occasions.
- 1.3 The reasons a child or young person runs away or goes missing are variable. The reasons are often referred to as push or pull factors. A child or young person can be 'pushed' from something including (but not limited to) abuse, neglect, family conflict and bullying. Alternatively, a child or young person can be 'pulled' towards something, for example, those who wish to groom children or young people for the purpose of sexual exploitation (see Appendix A). Whatever the reason, a child or young person who is running away or goes missing is an indicator that the child or young person is in danger.
- 1.4 East Riding Safeguarding Children Board recognise that all children and young people that run away or go missing from home or care are at risk. Those children and young people who are looked after by the local authority are particularly vulnerable. Recent research indicates that looked after children (LAC) are not effectively safeguarded. The Joint All Party Parliamentary Group, (APPG) Inquiry (2012) and the Office of Children's Commissioner's inquiry into Child Sexual Exploitation in Gangs and Groups (2012) identified the following issues:
- Children in residential care are at particular risk of going missing and vulnerable to sexual exploitation; and
 - Local Safeguarding Children Boards have an important role to play in monitoring and interrogating data in relation to children who go missing

Ofsted (2013) found that local authorities' work in relation to children missing from home and care raised a number of concerns:

- Risk management plans for looked after children are not being developed or implemented
- Placement instability was a key factor for looked after children who go missing

- Reports regarding looked after children going missing from their placement were not routinely provided to senior managers in local authorities; and
- Safe and Well checks and Independent Return Interviews were not taking place

1.5 As a result of research undertaken and taking into account recent developments, in particular around child exploitation, the Department for Education published (in January 2014) new statutory guidance, primarily addressed to local authorities, on children who run away or go missing from home or care. The guidance is issued under Section 7 of the Local Social Services Act 1970, which requires local authorities in exercising their social services functions to act under the general guidance of the Secretary of State. They must therefore, comply with the guidance when exercising these functions, unless circumstances indicate exceptional reasons that justify a variation.

2. Outline of the RMFHC protocol

2.1 This RMFHC (abbreviations Appendix B) protocol will address the following:

- Purpose of the RMFHC Protocol
- Scope of the protocol
- Definitions used in protocol
- Main Objectives
- Specific roles and responsibilities for individual agencies
- Potential Risk Categories

3. Purpose of the RMFHC protocol

3.1 This RMFHC protocol has been developed by the East Riding Safeguarding Children Board (ERSCB) and Humberside Police in response to the introduction of revised statutory guidance by the Department for Education (2014) *Statutory guidance on children who run away or go missing from home or care*. It supersedes the previous local authority practice guidance ERSCB (2009) *Children and young people who go missing from home and local authority care and young runaways*. The ERSCB are responsible for reviewing the protocol annually to ensure it remains fit for purpose and relevant.

3.2 The RMFHC protocol needs to be read in conjunction with:

- Statutory guidance on children who run away or go missing from home or care (2014) www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care
- Working Together to Safeguard Children (2013) www.gov.uk/government/publications/working-together-to-safeguard-children

- The Children Act 1989 Guidance and Regulations Volume 2 on care planning, placement and case review (2010) www.gov.uk/government/publications/children-act-care-planning-placement-and-case-review
- The National Minimum Standards in Residential Children Homes and Fostering Agencies (2011) and subsequent amendments www.minimumstandards.org/
- The Missing Children and Adults strategy (2011) www.gov.uk/government/publications/missing-children-and-adults-strategy
- ACPO Interim Guidance on the Management, Recording and Investigation of Missing Persons (2013) www.acpo.police.uk
- Safeguarding Children and Young People from Sexual Exploitation (2009) www.gov.uk/government/publications/safeguarding-children-young-people-from-sexual-exploitation-supplementary-guidance
- The Tackling Child Sexual Exploitation Action Plan (2011) www.gov.uk/government/publications/tackling-child-sexual-exploitation-action-plan
- East Riding of Yorkshire Council Local Authority Child Sexual Exploitation Procedures and Practice Guidance <http://erscb.org.uk/professionals-and-volunteers/child-sexual-exploitation/>
- Children Missing Education (CME) Guidance & Procedure For Educational Establishments & Other Agencies www.erscb.org.uk/professionals-and-volunteers/missing-children/
- Children's Homes Regulations 2001 www.legislation.gov.uk/uksi/2001/3967/contents/made
- The Children's Homes (Amendment) Regulations 2011
- The Children's Homes and Looked after Children (Miscellaneous Amendments) (England) Regulations 2013
- Fostering Services Regulations 2002
- Children (Private Arrangements for Fostering) Regulations 2005
- The Fostering Services (England) Regulations 2011

3.3 When a child or young person is missing, legal provision can be found in common law, international law and the provisions of the European Conventions of Human Rights (ECHR). Some of the provisions of the ECHR are given legal effect within the United Kingdom by virtue of the Human Rights Acts 1998.

3.4 The RMFHC protocol should be read and implemented by all practitioners and managers who work with children and young people who are at risk of or already going missing from home or care. To develop effective assessments and provide support, it is necessary to share information, undertake joint assessments of needs and engage in joint planning and collaborative inter-agency working in partnership with children, young people and families.

4. Scope of the RMFHC protocol

- 4.1 The protocol is intended to safeguard and promote the welfare of all children and young people who live at home within the boundaries of the East Riding of Yorkshire and those children and young people who are looked after by the Council, this includes those:
- who remain at home who are subject to a care order
 - who are voluntarily accommodated under section 20 of the Children Act 1989
 - placed in Residential Children Homes (local authority or independent)
 - placed with East Riding or Yorkshire Council foster carers
 - placed with agency foster care placements commissioned by the East Riding or Yorkshire Council
 - placed out of the East Riding of Yorkshire Council area in another local authority area
- 4.2 When a child or young person is placed outside of the East Riding of Yorkshire, it remains the responsibility of the Council to ensure that the child or young person has access to the services that they need. The Council must notify the host local authority and other services where the child or young person is placed.
- 4.3 Local authorities that wish to place a child or young person within the East Riding of Yorkshire will be required to follow this protocol. It is the responsibility of the placing local authority to notify the Council of the placement.
- 4.4 Consideration should be given to the possibility that when the Council place a looked after child or young person out of the area, they will return to the area. In these circumstances, it is essential that the Police and authorities in both areas undertake effective joint work to ensure that children and young people who run away or go missing who are placed in another local authority are effectively safeguarded.

5. Definitions used in the RMFHC protocol

- 5.1 The following definitions/terms below are used throughout this RMFHC protocol:
- **Child:** A child or young person who has not reached their 18th birthday. The protocol will use young person to refer to older children who often do not see themselves as 'children'.
 - **Care leaver:** An eligible, relevant or former relevant child as defined by the Children Act 1989.
 - **Young runaway:** a child who has run away from their home or care placement, or feels they have been forced or lured to leave

- **Missing child/person:** Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of harm to themselves or another.(as defined by the Association of Chief Police Officer, ACPO 2013 guidance)
- **Looked after child:** a child who is looked after by a local authority by reason of a care order, or being accommodated under section 20 of the Children Act 1989.
- **Carer:** For the purpose of this protocol, this term refers to both foster carers and children's home staff.
- **Responsible local authority:** the local authority that is responsible for a looked after child's care and care planning.
- **Host local authority:** the local authority in which a looked after child is placed when placed out of the responsible local authority's area.
- **Absent:** a person not at a place where they are expected or required to be
- **Missing from care:** a looked after child who is not at their placement or the place they are expected to be (e.g. school) and their whereabouts is not known. This should be reported to the police as missing and record of this should be made.
- **Away from placement without authorisation:** a looked after child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the local authority.
- **Abscorder, An absconder is a child or young person who is unlawfully at large:** in a small number of cases, young people are looked after because they are on remanded to local authority accommodation by the Youth Court, having being charged with a criminal offence. The child may be placed in secure accommodation or a non-secure children's home or foster placement. A child or young person who goes missing in this instance is unlawfully at large and in legal terms has escaped custody.
- **Safe and Well Check:** Safe and Well checks are carried out by the police as soon as possible after a child, reported as missing, has been found. Their purpose is to check for any indications that the child has suffered harm, where and with whom they have been, and to give them an opportunity to disclose any offending by or against them.
- **Independent Return Interview:** When a child is found, they must be offered an Independent Return Interview. Independent Return Interviews provide an opportunity to uncover information that can help protect children from the risk of going missing again, from risks they may have been exposed to while missing or from risk factors in their home.

6. Police Definitions

- 6.1 Humberside Police will use definitions as outlined in the Association of Chief Police Officers (ACPO) (2013) guidance. The police will classify a child or young person as 'missing' or 'absent' based on an ongoing risk assessment. 'Absent' within this definition would not include those defined as 'away from placement without authorisation'. A child or young person whose

whereabouts are known would not be treated as 'missing' or 'absent' under the police definitions and this protocol.

7. Aims and Objectives

- 7.1 This protocol should be read as practice guidance with awareness that it cannot anticipate every possible situation. All professionals who work with children and young people in a professional capacity should draw upon their judgement and statutory guidance to take necessary action to protect and safeguard the children or young people, based on an individual assessment of risk.
- 7.2 The aim of this protocol is to reduce the incidence of all children and young people running away or going missing. The reasons a child or young person runs away are complex and varied and cannot be viewed in isolation from their home circumstance or experiences of care. Professionals should provide each missing or absent episode with proportionate attention and ensure that there is a coherent and consistent response to the child or young person when they are found.
- 7.3 When a child or young person is missing, the joint aim is to prevent the child or young person from suffering harm and to locate the child or young person as soon as possible in order to safeguard their welfare. Such an approach will necessarily involve information sharing, problem solving, performance management and partnership working.
- 7.4 To address repeat episodes of running away and going missing, interventions need to be effective. Where a looked after child or young person is repeatedly going missing, actions and measures to prevent repeat missing episodes should be reflected in the care plan. When a 16 or 17 year old runs away or goes missing they are no less vulnerable than young children. This group is equally at risk, particularly of sexual exploitation or involvement with gangs.
- 7.5 The Independent Return Interview and Safe and Well check should also be used to inform intervention and identify support. The views of the child or young person should be taken seriously. The Council has an independent advocacy service that looked after children and young people are able to access. The intervention may be targeted at the child or young person and the push and pull factors (Appendix A) that are leading them to go missing.
- 7.6 Despite effective joint working to minimise the likelihood of children and young people going missing, some children and young people will continue to go missing. When a child or young person runs away or goes missing, a referral should be made to Children and Young People's Support and Safeguarding Services (CYPSSS) for their needs to be assessed <http://erscb.org.uk/how-to-report-concerns/>.

8. Roles and Responsibilities

- 8.1 The following section outlines the roles and responsibilities of professionals and agencies that are necessary to safeguard and promote the welfare of children and young people who go missing from home or care.
- 8.2 East Riding of Yorkshire Council, Humberside Police, Education, Health and other services will carry out specific agency roles and responsibilities which will form an effective multi-agency response when a child or young person goes missing.
- 8.3 If a child or young person is believed to be missing and at risk, this should be reported immediately to Humberside Police. This should be followed by contacting Early Help and Safeguarding Hub (EHaSH) in the Children and Young People's Support and Safeguarding Services (CYPSSS), contact number 01482 395500. Whilst Humberside Police and CYPSSS undertake the lead roles, effective safeguarding arrangements should be underpinned by an approach that safeguarding is everyone's responsibility. For services to be effective, each professional and organisation should play their full part. The approach should be child centred in that to be effective services should be based on a clear understanding of the needs of views of the child or young person www.workingtogetheronline.co.uk
- 8.4 Whilst professionals should be mindful of data protection legislation, it does not prevent Humberside Police, the Council and other organisations sharing information to ensure a child or young person is safeguarded.

9. East Riding Safeguarding Children Board (ERSCB)

- 9.1 The ERSCB fulfils its statutory role of giving due consideration to the safeguarding risks and issues associated with children missing from home and care by working effectively with partner agencies to prevent children going missing and to act when they do go missing. This extends to ensuring that the RMFHC protocol is both up to date and incorporates partner agencies responsibilities to this vulnerable group.
- 9.2 The quarterly Missing from Home and Care meeting analyses and scrutinises local data provided by Humberside Police on children missing from home or care. This includes an analysis of the return interviews conducted, reports from the children's homes used by the Council and those children's homes within the East Riding in order to monitor the effectiveness of their measures to prevent children from going missing.

10. Children's Social Care/Children and Young People's Support and Safeguarding Services (CYPSSS)

- 10.1 The East Riding Safeguarding Children Board and the Service Manager (Corporate Parenting) are responsible for managing the RMFHC protocol and

procedures. The Council will report information about patterns of absence among children and young people who run away and go missing to the ERSCB as part of an annual report. This report will take into consideration statistics of missing children, types of placement, child protection implications, actions when the child or young person returns and the monitoring of policies and procedures.

10.2 All children and young people who run away or go missing will be referred to the CYPSSS. Children and young people who run away or go missing from home are likely to be in need and require support provided by the Council or voluntary agencies. To identify need, it is necessary to complete an assessment, either the Common Assessment Framework (CAF form located on Tri-x) by a professional currently working with the family, or the single assessment (located on CCM) by a social worker which is based on the Framework for the Assessment of Children in Need and their Families (<http://erscb.org.uk/procedures-and-guidance/>).

10.3 If a child or young person is being looked after by the Council, it is the responsibility of the child or young person's social worker to complete the following actions to promote and safeguard the child or young person from going missing:

- When a child or young person first becomes looked after, it is the responsibility of the social worker to complete the Child/Young Person Missing Action Plan which is Appendix C in this protocol.
- The social worker must then provide the completed Missing Action Plan form to the child's or young person's placement.
- The Child/Young Person Missing Action Plan form should be reviewed and updated when there are significant changes, including going missing or change of placement.
- Ensure effective care planning includes a Missing from Care Risk Assessment, Part I – Preliminary Assessment (Appendix D) that determines the likelihood a child or young person will run away or go missing
- Consider the child or young person's wishes and feelings relating to the placement planning
- Work with the Children's Participation and Rights Team to ensure looked after children are informed of their right to an independent advocate
- Ensure that a placement is identified that will best meet the child or young person's needs and minimise the likelihood of running away or going missing.
- In the instance a child or young person moves placement consider the risk that the young person may go missing.
- Discuss the level of risk with foster carers and children's home staff, the Education Welfare Officer and the Designated Nurse (Looked After Team)
- Inform the child or young person what will happen if they go missing

10.4 In the instance that a looked after child or young person runs away or goes missing, social workers must take the following action:

- Immediately refer to Child/Young Person Missing Action Plan (Appendix C).
- Take reasonable steps to locate the child or young person.
- If the child or young person is not found complete the Missing from Care Risk Assessment Part II – Absence Report (Appendix E) and Notification of Missing Child form (Appendix F).
- Inform all those with parental responsibility as appropriate and provide support to the family or carers.
- Inform the agencies involved with the child or young person (for example Health, Education and, if appropriate, CSE worker) obtain any relevant information that may help Humberside Police undertake the missing person investigation to trace the child or young person.
- Inform Legal Services if the child or young person is subject to court proceedings.
- Inform the Children's Participation and Rights Team if the child or young person is placed out of the East Riding.
- Work in partnership with Humberside Police to continually reassess the level of risks.
- Keep the Emergency Duty Team (EDT) informed of the ongoing status.
- If a child or young person who is subject to a child protection plan goes missing, complete the Safeguarding Missing Alert for Child Protection cases Pro-forma (Appendix G) and email to the Child Protection in-box as soon as practicable and inform the Duty Children's Independent and Safeguarding Reviewing Officer (CISRO).
- Maintain communication with their Line Manager.
- If the child or young person continues to be missing complete the Missing Child Update form (Appendix H).

10.5 When a looked after child or young person returns from running away or going missing, social workers must undertake the following action:

- Ensure that the Safe and Well check is undertaken when the child has been located and an Independent Return Interview is offered within 72 hours. <https://www.gov.uk/government/organisations/department-for-education>
- When the child or young person is found complete the Missing Child Update (Appendix H).
- Inform the agencies involved with the child or young person (for example Health, Education and, if appropriate, CSE worker) obtain any relevant information that may help Humberside Police undertake the missing person investigation to trace the child or young person.
- Inform the Children's Participation and Rights Team if the child or young person is placed out of the East Riding.
- If there are concerns that the child/young person is being sexually exploited complete the Child Sexual Exploitation Risk Assessment tool Appendix I. (see Section 31 for further information).
- Where a child or young person is repeatedly going missing, a plan should be implemented to ensure the child or young person is safe. The plan

should aim to minimise the likelihood of running away or going missing in the future.

- The plan should be discussed with the child or young person and the foster carers or residential children's home staff.

10.6 Where a child or young person goes missing, the CISRO may request a statutory review of the care plan. It is also the statutory duty of the Registered Children's Home Managers to request an early review if a young person is prolifically running away or going missing. As part of the review, professionals should develop a strategy to minimise a repeat of the missing episode, identify issues of vulnerability and set out actions in the care plan to ensure the child or young person's safety and welfare. The social worker must decide if the placement is still appropriate. Where a child or young person goes missing from placement without authorisation, the social worker must inform the CISRO who will address these at statutory reviews.

10.7 A flowchart re this section can be found at Appendix J.

11. Police

11.1 All actions taken by Humberside Police will be in accordance with the current Humberside Police Practice Direction and national documentation regarding Guidance on the Management, Recording and Investigation of Missing Persons. All relevant documents are placed on the Humberside Police Force Intranet for reference.

11.2 Humberside Police will use the COMPACT missing person database to record all cases of missing or absent persons.

11.3 Upon receiving a report of a child missing from home or care, the Police will carry out enquiries (which are proportionate to the perceived risk) aimed at locating the child as soon as possible. Each investigation will be tailored to the particular circumstances of the disappearance. The Police should be provided with a recent photograph of the missing child or young person as soon as possible.

11.4 Once identified as a missing or absent person, all incidents will be recorded directly onto the COMPACT missing Person Database. In some High Risk cases, an incident log will be used in the initial stages, where the circumstances are fluid and dynamic requiring swift Police response, and for officer safety.

11.5 If a person is to be recorded as absent, there will be a set time period agreed with the informant reporting the incident, for the case to be reviewed. Absent cases will be monitored over agreed time periods with consideration to escalating to missing if there is a change to the circumstances that has increased the level of risk. Absent cases MUST NOT be allowed to continue without regular, robust re-assessments of how they should be investigated.

- 11.6 Overall responsibility for leading and managing investigations into missing people normally lies with the duty Inspector for the East Riding (C Division). There is a duty Inspector on duty 24 hours a day in the Division. They can be contacted via the Police non-emergency number 101 or on 999 in case of emergency.
- 11.7 A risk assessment is carried out for each missing or absent person on every separate occasion they are reported missing. This risk assessment may be conducted by the Initial Investigating Officer and subsequently confirmed or revised by the duty Inspector, and will form the basis for the subsequent investigation into the child's disappearance.
- 11.8 Missing incidents will be assessed as high, medium or low risk according to the definitions below. Absent cases will have been assessed as no apparent or immediate risk. Each case will be reviewed by a supervising officer and kept under review at all times. The review determines the urgency and resource level of the investigation.
- 11.9 A risk assessment will be completed for each reported missing incident. The Police will give due regard to the child or young person's age, vulnerability and development factors, capacity or learning difficulties and the risk of sexual exploitation. All persons aged 17 years or younger who are classed as missing, will be classed as Medium Risk as a minimum. Absent cases will have been assessed as no apparent or immediate risk and be subject to regular review.

Risk Definitions

- **High** - The risk posed is immediate and there are substantial grounds for believing that the subject is in danger through their own vulnerability or may have been the victim of a serious crime, or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.
 - **Medium** - The risk posed is likely to place the subject in danger, or they are a threat to themselves or others.
 - **Low** - There is no apparent risk of danger to either the subject or the public.
- 11.10 The police record the details of each missing or absent report directly onto the missing person database COMPACT. The COMPACT missing person report submission triggers Police National Computer (PNC) circulation.
- 11.11 High Risk cases will immediately be brought to the attention of the duty Detective Inspector, and a member of the BCU Senior Management Team or duty Senior Officer will be informed. The duty Inspector creates an investigation strategy and considers the risk level. They consider the use of specialist resources to assist the investigation. A Police Officer will be deployed to commence the investigation.

- 11.12 Staff in the Command Hub will assist in the stages of the investigation such as computer research and checks with hospitals and custody suites. The duty Inspector will be kept up to date with enquiries completed as the investigation progresses.
- 11.13 The duty Inspector will consider a media strategy in liaison with the Humberside Police Media Office and any partner agency. Where a missing child is felt to be especially vulnerable, or where they have been missing for a long time, it may be helpful to issue a media release. This would normally be done in consultation with parents and the children's social worker. However, for operational reasons, primacy for such decisions lies with the police. The Police may also utilise the services of www.missingpersons.org.uk and www.missingkids.co.uk to publicise the fact that a child or young person is missing.
- 11.14 The COMPACT Missing Person Database sends an automatic email referral to the Council. This is backed up by periodic e-mails containing details of all missing children aged 17 years and under being circulated by the Missing Person Co-ordinator to the Children's Participation and Rights Team.
- 11.15 The Police Missing Person Coordinator will ensure that every case involving a child going missing is considered for referral to Early Help and Safeguarding Hub for single assessment of need, or if necessary, for enquiries to be made under section 17 or Section 47 of the Children Act 1989. A referral will be made when a child becomes a frequent missing person (3 incidents or more with a 90 day period).
- 11.16 Humberside Police will maintain open and regular communication between them and Children's Social Care until a missing child is located.
- 11.17 It is the responsibility of the carer to contact the police and confirm that the missing child has returned.
- 11.18 A child may be returned by Police to the place he / she went missing from. Giving due regard to all the circumstances of the missing incident, the officer returning the child should consider notifying the child's social worker or EDT at the earliest opportunity. If there are any identified safeguarding concerns, Police should not return a child to the place he or she went missing from without notification / consultation with the child's social worker or EDT. Safeguarding concerns will be dealt with via established referral methods.
- 11.19 If the whereabouts are known or suspected, it is the responsibility of the parents or carers to arrange for the child's return. In exceptional circumstances, in the interests of the safe and speedy return of the child, the Police may agree to requests from parents or carers to assist. The Police should not unreasonably withhold assistance in cases involving local recovery and transport requests for vulnerable children. Nor should they be regarded as the easiest available option to provide transport. The Police 'Safe and Well' checks are outlined later in the protocol.

- 11.20 COMPACT records may not be closed without physically conducting a Safe and Well check, unless authorised by a Superintendent or above.
- 11.21 The Police Missing Person coordinator will attend quarterly meetings with the relevant local authorities and other interested parties, to scrutinise data, and establish patterns of children reported missing from home or care. This will help highlight concerns for individual children or specific establishments.
- 11.22 Police will regularly review the relevant sections of this document and any alterations will be endorsed by the Divisional Commander and notified as soon as possible to the signatories to this protocol.

Child Abduction Warning Notices

- 11.23 A Harbours' Warning is a useful tool aimed at tackling incidents where children or young people under 16 years old (or 18 under a full Care Order) go missing and are found with any adult individual who poses a risk. It is anticipated that this procedure will be used in a limited number of cases per year and should reduce the opportunity for children and young people to go missing. It will be used to tackle people who target children and young people for sexual exploitation. Partner agencies should contact the Police Dedicated Decision maker in the Public Vulnerability Protection Unit (or Early Help and Safeguarding Hub EHASH) to discuss the potential use of this procedure.

Relevant legislation: Sec 2 Child Abduction Act 1984 (child under 16).Sec 49 Children Act 1989 (child under 18 subject of Care Order). (This does not apply to children or young people who are voluntarily accommodated under Sec 20).

12. Safe and Well Checks

- 12.1 Once the child has been located, Humberside Police will carry out a Police Safe and Well check. This will be conducted face to face and not over the telephone. The purpose of this process is to check for any indications that the child has suffered harm; where and with whom they have been; and to give them an opportunity to disclose any offending by or against them. This will lead to the Police closing the missing person report on COMPACT and the case being cancelled on the PNC. This is NOT a return interview. The Police will notify the Council of the return of the child and any relevant information via automated systems. In the ACPO missing person guidance (2014) it states that the Police will complete Safe and Well checks, but they may rely on other professionals to complete the Safe and Well check on their behalf, where circumstances allow.
- 12.2 A flowchart re sections 11 and 12 can be found at Appendix K

13. Independent Return Interview

- 13.1 When a child or young person is found, they must be offered an Independent Return Interview. The Independent Return Interview will provide an opportunity to uncover information that can help protect children from the risk of going missing again, from risks they may have been exposed to whilst missing or risk factors in their home.
- 13.2 Following contact with the child or young person, the Independent Return Interview should be carried out within 72 hours of the child returning to their home or care placement and the Missing Person Independent Return Interview/Visit Form completed (Appendix L). This should be an in-depth interview and is normally best carried out by an independent person (i.e. someone who is not caring for the child) who is trained to carry out these interviews and is able to follow-up any actions that emerge. Children sometimes need to build trust with a person before they will discuss in depth the reasons why they ran away. It may be more appropriate for the interview to take place at a neutral venue which is acceptable to the child or young person.
- 13.3 Where a child or young person refuses to engage with the independent interviewer, parents and carers should be offered the opportunity to provide any relevant information and intelligence of which they may be aware. This should help to prevent further instances of the child or young person running away and identify early the support needed for them.
- 13.4 Appendix M should be completed if there is any intelligence that is obtained from independent return interviews in relation to serious criminal matters, child sexual exploitation and any safeguarding concerns. The completed form should be emailed to intelligencebureaudiv@humberside.pnn.police.uk.
- 13.5 Once a Safe and Well check and the Independent Return Interview have been completed, the Council, Humberside Police and voluntary services should work together to build a comprehensive picture including:
- the reasons why the child or young person went missing
 - understand what happens when they are missing
 - who they were with when they went missing
 - who they were with when found
 - what support is required on return to home or care placement
- 13.6 To support building a comprehensive picture (see 13.5) following the Missing Person Independent Return Interview the completed form/s (Appendix L and if appropriate Appendix M) and the Police 'Found' notification will be emailed to the Team with case responsibility for the child/young person. The Team Manager will complete a case note on CCM / One System, acknowledging the information and if any actions are going to be put in place.

14. Children's Participation and Rights Team

- 14.1 The Children's Participation and Rights Team will receive Missing and Found notifications from the Police to provide information on missing children and young people. It is the Children's Participation and Rights Team who are responsible for undertaking the Independent Return Interview for all those children and young people who have a social worker in the East Riding.
- 14.2 Children and young people who are looked after by the Council and are placed out of area will also be offered an Independent Return Interview upon notification from the child's social worker.
- 14.3 Once the Children's Participation and Rights Team receive a 'Found' notification, the child or young person will be contacted directly to offer them an Independent Return Interview. The Missing and Found notifications will also be sent to Cse.response@eastriding.gov.uk for information.
- 14.4 The outcomes from the Independent Return Interview should be recorded on the missing person referral spread sheet and a Missing Person Independent Return Interview form will be completed (Appendix L). This information will also be logged on Children's Case Management (CCM).
- 14.5 In periods where it is expected that the 72 hours for the return visit may be exceeded (for example, weekends and bank holidays), if another professional can be identified they may undertake the visit, other than that, at the earliest opportunity, a Children's Rights worker must contact the child or young person to arrange a visit.
- 14.6 For all looked after children and young people who are placed outside of the East Riding, the Children's Participation and Rights Team should ensure an Independent Return Interview is completed. For looked after children placed within the East Riding by another local authority, it will be the placing authority's responsibility to ensure that arrangements are in place to provide that looked after child or young person with an Independent Return Interview.
- 14.7 Where the child or young person does not have a social worker, the Children's Participation and Rights Team will forward the request to the Youth and Family Support Service, see flowchart at Appendix N.

15. Youth and Family Support Service/Youth Offending Team

- 15.1 The Youth and Family Support Service are responsible for supporting parents and carers of children and young people who are living at home. The Children's Participation and Rights Team must forward 'Missing' and 'Found' notifications from the Police to the Youth and Family Support Service where there is no social work involvement. The Youth and Family Support Service must then undertake an Independent Return Interview (see section 13) unless the missing episode relates to the child or the young person's education. In

these circumstances, it will be the role of Education Welfare Service. The Youth and Family Support Service will notify the Education Welfare Service.

16. Education Authorities

- 16.1 Where it is identified by the Youth and Family Support Service that the missing episode is related to the child or young person's education, the Education Welfare Service will receive the Missing and Found notifications from the Youth and Family Support Service (see Appendix N) to undertake the Independent Return Interview (see section 13). Schools and other education providers are required to refer to the Council's Children Missing Education (CME) Guidance & Procedure for Educational Establishments & Other Agencies accessed at: www.erscb.org.uk/professionals-and-volunteers/missing-children/

17. Health Services

- 17.1 Health services providing care for residents in East Riding are expected to have systematic and robust arrangements in place to identify children/young people/unborn children missing from health services, so that suitable provision can be made for them through the most appropriate agencies to ensure that they are safeguarded and their welfare is being promoted.

18. Responsibility of parents/carers

- 18.1 Children and young people who go missing must be reported to the police. It is expected that parents or those with parental responsibility will undertake reasonable steps to locate the child or young person prior to reporting them as 'missing'. Reasonable steps including searching bedroom, accommodation and vehicles; contact known relatives and friends and, if possible, visit locations that the child or young person is known to frequent. However, where there are concerns that the child or young person is at risk, the Police must be informed immediately.
- 18.2 Any person who provides care to a child or young person, but does not have parental responsibility, should take all reasonable steps to locate the child or young person. In this instance, the police must be informed immediately.
- 18.3 Anyone who has care of a child or young person without parental knowledge or agreement should also do what is reasonable to safeguard and promote the child's welfare. In this instance, the Police, CYPSSS and the parents should be informed of the child or young person's whereabouts.
- 18.4 In the above instances, parents and carers will be supported by the child or young person's Education Welfare Officer or the Youth and Family Support Service and social worker.

19. Foster Carers

- 19.1 At the start of fostering approval, foster carers are informed that in the situation when a child or young person goes missing, it is the responsibility of foster carers to inform the child's social worker and fostering social worker. If out of hours, the foster carer should contact EDT.
- 19.2 The actions to be taken by foster carers when a child or young person placed with them goes missing will depend upon age and circumstances. Foster carers should take reasonable steps to identify the whereabouts of the child or young person who has gone absent without permission. If the whereabouts of the child is still unknown after taking this action, the foster carer should contact Humberside Police.
- 19.3 Each missing episode should be recorded by the foster carers on an 'Incident Report Form' (see Appendix O); this is then submitted to the fostering social worker and fostering manager before being forwarded to the children's social worker. Where the child or young person repeatedly goes missing, any response will need to be made in consultation with all parties concerned.
- 19.4 If the child or young person is away from placement without authorisation, foster carers should seek the view of social workers in CYPSSS. Foster carers are not responsible for informing parents and schools, that is the responsibility of Children's Social Care professionals.
- 19.5 The competence and support needs of foster carers in responding to missing from care issues should be discussed as part of their appraisal and supervision.

20. Children's Residential home staff responsibilities

- 20.1 Prior to reporting a child or young person missing, residential children's home staff on duty are required to complete reasonable checks to identify the whereabouts of the child or young person deemed to be missing.
- 20.2 After undertaking reasonable checks to locate the child or young person, residential children's home staff must use the Missing Person Report (see Appendix Q) as a tool to assess the level of risk. The Missing Person Report requires consideration of various factors including likelihood of self-harm, offending behaviour, state of mind, bullying.
- 20.3 Where there are concerns, the child or young person must be reported missing to the Police. If there are doubts whether to report the child missing, the children's home staff should consult the Emergency Duty Team (EDT) or on-call Senior Manager.
- 20.4 The Police are required to complete a thorough check of the home to ensure that child or young person is not present in the home.

- 20.5 Where a child or young person is not reported missing to the Police, the children's home staff with EDT will re-evaluate the risk assessment at least once per shift, or more frequently, depending upon the outcome of the risk assessment and/or change in circumstances.
- 20.6 If the child's whereabouts are known, but they refuse to return to the home, the risk assessment will determine whether the child is in immediate danger and whether the police should be informed.
- 20.7 Children's home staff should ensure the child or young persons' social worker or EDT if appropriate and parents/those with parental responsibility are informed when a child or young person is reported missing and when they are found.
- 20.8 When the child or young person is found, the children's home staff should inform the Children's Participation and Rights Team by email who will then contact the young person to offer an Independent Return Interview (see Appendix P). Following the Interview, the Children's Rights Worker should complete Section 6 Debriefs on the Missing Person Report (Appendix Q).
- 20.9 The Children's Homes and Looked after Children (Miscellaneous Amendments) (England) Regulations 2013) specify that the registered Manager has responsibility for:
- monitoring and reporting the number of children and young people who are absent without permission
 - measures taken by staff to prevent children from being absent from the children's home without permission; and in response to a child being absent without permission from the children's home.
 - The effectiveness of arrangements agreed between the children's home, the local police and the local authority for responding to missing persons' incidents in relation to children accommodated at the children's home. (The Children's Homes and Looked after Children (Miscellaneous Amendments) (England) Regulations 2013).
- 20.10 A flowchart re this section can be found at Appendix P

21. Commissioned Placements

- 21.1 Details of expectations when a child goes missing from a particular placement are covered in the specific contract agreed with an Agency foster care placement, residential unit or residential school.
- 21.2 This may involve contact with local authorities and will be guided by the procedures set in place by the agency foster care placement, residential unit or residential school.
- 21.3 Commissioned placements are responsible for notifying the Council if a child or young person in their placement runs away or goes missing.
- 21.4 A flowchart re this section can be found at Appendix R.

22. Out of area placements

- 22.1 When a decision is made to place a looked after child or young person out of their local authority area, the decision must be based on an assessment of need, including the need to be effectively safeguarded. The social worker must ensure that the child or young person has everything that they need. The social worker should notify the host local authority of the placement and that they have access and support to relevant services.
- 22.2 When a child or young person is placed outside of the East Riding, this protocol should be followed in addition to the protocol used by the host authority. It is essential for police and professionals to share information and communicate effectively. Where a child or young person placed in a different authority area does go missing, there should be an agreed notification process between responsible and host local authorities.
- 22.3 A flowchart re this section can be found at Appendix S.

23. Emergency Duty Team (EDT)

- 23.1 During out of hours, where a child or young person is identified as missing or absent, the EDT will undertake a risk assessment using information provided by the referrer and those with parental responsibility. When making the decision whether to report the child missing to police, it may be necessary to consult a line manager or on-call senior manager. If the risk assessment determines the child or young person as 'missing' and is outside office hours, the EDT will contact those with parental responsibility to provide the outcome of risk assessment. The EDT is also responsible for sharing information with the Police if contacted as part of Police response.
- 23.2 On the next working day the EDT should share information with CYPSSS. All information and actions should be recorded on the Council's electronic recording system CCM. When a child or young person is found, a joint risk assessment will determine who the most appropriate person is to collect the child or young person and if it is appropriate for the child or young person to return home or to their placement.

24. Emergency Accommodation

- 24.1 Where assessment identifies that an individual child or young person needs to be provided with emergency accommodation, this will be sought and the need will be addressed.

25. Voluntary Sector

- 25.1 East Riding Voluntary Action Services Ltd (ERVAS) have the responsibility to ensure this protocol is distributed to the relevant voluntary agencies who may offer additional support to children, young people and families. The services

that provide the support should be experienced in building trusting relationships with children and young people provide other support such as family mediation and specialist support to parents. Voluntary agencies will have a role in developing individual support packages to meet the needs of children and young people who are going missing and placing themselves at risk of significant harm.

26. Advocacy Service

- 26.1 The Children's Participation and Rights team provide an independent advocacy service to, for example, looked after children, young people who have an East Riding social worker, young people who have a disability and specific user groups such as young carers, children of families who foster and children who have being adopted. Where a child or young person returns from going missing and, in that instance, a member of the team conducts the Independent Return Interview, advocacy issues and support should be identified and offered. Advocacy support may include issues related to placement, school, contact arrangements and making a complaint.
- 26.2 For those children and young people who do not wish for the Children's Participation and Rights Team to complete their Independent Return Interview, they should already have an awareness of the advocacy support the team is able to offer. This information is provided during First Contact visits when they are admitted into care, Groups and LAC review consultation visits. Other professionals should be made aware of this service so that they can provide information about the advocacy support and offer to contact the team on the child or young person's behalf.

27. Media Coverage

- 27.1 A decision to contact the media will be made by the Police in consultation with Children's Social Care Services responsible for child care (at Director Level or above) and with prior warning to the child's family. The Director will inform the Chief Executive immediately. The Police have the ultimate responsibility for the press release if there is a difference of opinion. The Head of Service must be informed after 48 hours of concerns raised. If a case presents as particular high risk, the Head of Service for Children and Young People's Support and Safeguarding must be informed immediately.

28. Data Analysis

- 28.1 To analyse data, monitor outcomes and analyse patterns, an annual report will be produced by the East Riding Safeguarding Children Board. There are quarterly meetings attended by the Council and the Police. Corporate parenting meetings, Children's Trust Boards and Child Sexual Exploitation groups also provide a discussion forum to review and identify patterns within the data. Those analysing the data should pay specific attention on the data related to looked after children and young people placed in out of area.

29. Vulnerable Groups

- 29.1 The following sections outline groups that should raise specific concerns amongst professionals and agencies when a child or young person goes missing. However, any child or young person that runs away or goes missing is vulnerable.

30. Care Leavers

- 30.1 Care leavers may go missing from their home or accommodation and face the same risks as other missing children. The Council must ensure that care leavers live in “suitable accommodation” as defined in regulation 9(2) of the Care Leavers (England) Regulations 2010, (made under section 23B(10) of the Children Act 1989). In particular, young people should feel safe in their accommodation and the areas where it is located. The Council should ensure that pathway plans set out where a young person may be vulnerable to exploitation, trafficking or going missing, and put in place support services to minimise this risk.

31. Procedure for subjects of Child Protection Plans who go missing

- 31.1 The form contained in Appendix G of this protocol should be completed when a child or an expectant mother with her unborn baby goes missing and who is the subject of East Riding Child Protection plans. During office hours the social worker or partner agency should contact the duty CISRO to discuss the case on 01482 396999. Following on from this discussion the form will need to be completed as thoroughly as possible and as soon as is practicable and emailed to the Child Protection in-box. If the notification is outside of normal office hours this contact must be to the EDT, the form should be emailed to EDT and also the child protection in-box for notification purposes.
child.protection@eastriding.gcsx.gov.uk.
- 31.2 National alerts will be sent out from ERSCB containing the form to all local authorities in the United Kingdom, the Protecting Vulnerable People unit (Humberside Police), East Riding EDT, the Policy, Partnership and Improvement Team and local hospital contacts if their rough whereabouts are known. In the case of an unborn baby maternity units, local to the identified area will also be notified (contact numbers for these will have to be sourced as and when needed).

32 Child Sexual Exploitation

- 32.1 Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person/s) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money etc.) as a result of them performing, and/or another or others performing on them, sexual activities.
- 32.2 Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet /mobile phones without immediate payment or gain.
- 32.3 In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Peer on peer grooming occurs where young people of a similar age and gender, groom other young people often for those older than themselves.
- 32.4 Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choices resulting from their social/economic and/or emotional vulnerability.
- 32.5 Within the East Riding there is a Child Sexual Exploitation Response Team (CSE) who support and guide practitioners, young people and parents. The team also works closely with Humberside Police's dedicated CSE trained police officers to identify those young people who are at most risk or vulnerable to being groomed and sexually exploited. For information, advice, procedures and guidance on CSE please contact the CSE Response Team who can be contacted at:
Cse.response@eastriding.gov.uk or (01482) 396999
- 32.6 In order to safeguard children and young people from sexual exploitation, it is important that concerns are shared as early as possible. This can include information about people, places or activities. Such information can form the basis of intelligence and may help The Police to start an investigation. If a child is missing (whether a Local Authority looked after child or not) the following actions need to be considered:
- Following the missing person guidance; if a child or young person is known to be at risk of CSE, then information should be shared with the relevant Police and Safeguarding locality areas to flag up the additional concerns.
 - A joint Missing Person and At Risk of CSE meeting should be held within 48 hours involving key agencies in order to share information and agree a strategic response.
 - Where there is an identified CSE risk to a child, key agencies involved must agree jointly (on legal advice where appropriate) disclosure of information to any other service which may assist in the locating and recovery of that child whether within East Riding or out of county.

- Advice must be sought from the ERSCB and Police prior to any release of information to the media about a child at risk of CSE.

32.7 The Child Sexual Exploitation Information report (see Appendix T) in relation to any intelligence should be completed and shared. Where a young person is known to be being exploited and to determine the level of risk the CSE risk assessment tool should be completed and the appropriate action followed (Appendix I) If there are concerns that a young person/s is possibly being targeted for the purposes of sexual exploitation all details and information sections should be completed on the form.

32.8 The Department of Education has a number of resources on child sexual exploitation including a Step by Step guide: East Riding Safeguarding Children Board deliver inter-agency Child Sexual Exploitation training.
<http://erscb.org.uk/professionals-and-volunteers/child-sexual-exploitation/>

33 Potential Risk Categories

33.1 Trafficked Children

33.1.1 People may be trafficked for a variety of reasons, including sexual exploitation, domestic servitude, sweatshop or catering work, begging or petty crime, agricultural labour, benefit fraud, drug mules or decoys, illegal inter-country adoption etc. This trade is often under the control of organised crime gangs. More than one million people are smuggled annually and, consequently, the controllers of such crimes are prepared to use extreme violence to ensure victims' compliance. Careful consideration should be given to any information gathered during the course of normal enquiries which point towards involvement in trafficking.

33.1.2 Young people at risk from having been trafficked present a high level of risk of going missing following coercion and threats from traffickers. Young people may be unable to provide information about 'missing periods' in their lives due to fear of retribution to them or their family from their traffickers. Anyone who believes that a person who is/was missing may have been trafficked should make reference to ERSCB policies and procedures.

33.2 Those at Risk of Female Genital Mutilation (FGM)

33.2.1 FGM is illegal under the Female Genital Mutilation Act 2003. This refers to procedures that are medically unnecessary, painful both at the time it takes place and after. Figures suggest over 20,000 girls under the age of 15 are at high risk of FGM in England and Wales, this figure is like to be an underestimate due to the hidden nature of the activity.

33.2.2 The age which girls are subject to FGM varies according to those communities that practice it. However the majority of cases occur between the ages of 5 to 8 years old. FGM is undertaken on girls in the UK as well as overseas. Girls of school age who are subjected to FGM are often believed to

be taken overseas at the beginning of school holidays, particularly summer holidays, in order for there to be sufficient time for her to recover before returning to school. Anyone who believes that a child or young person is missing and may have been or be removed from the country for FGM should refer to the ERSCB policies and procedures.

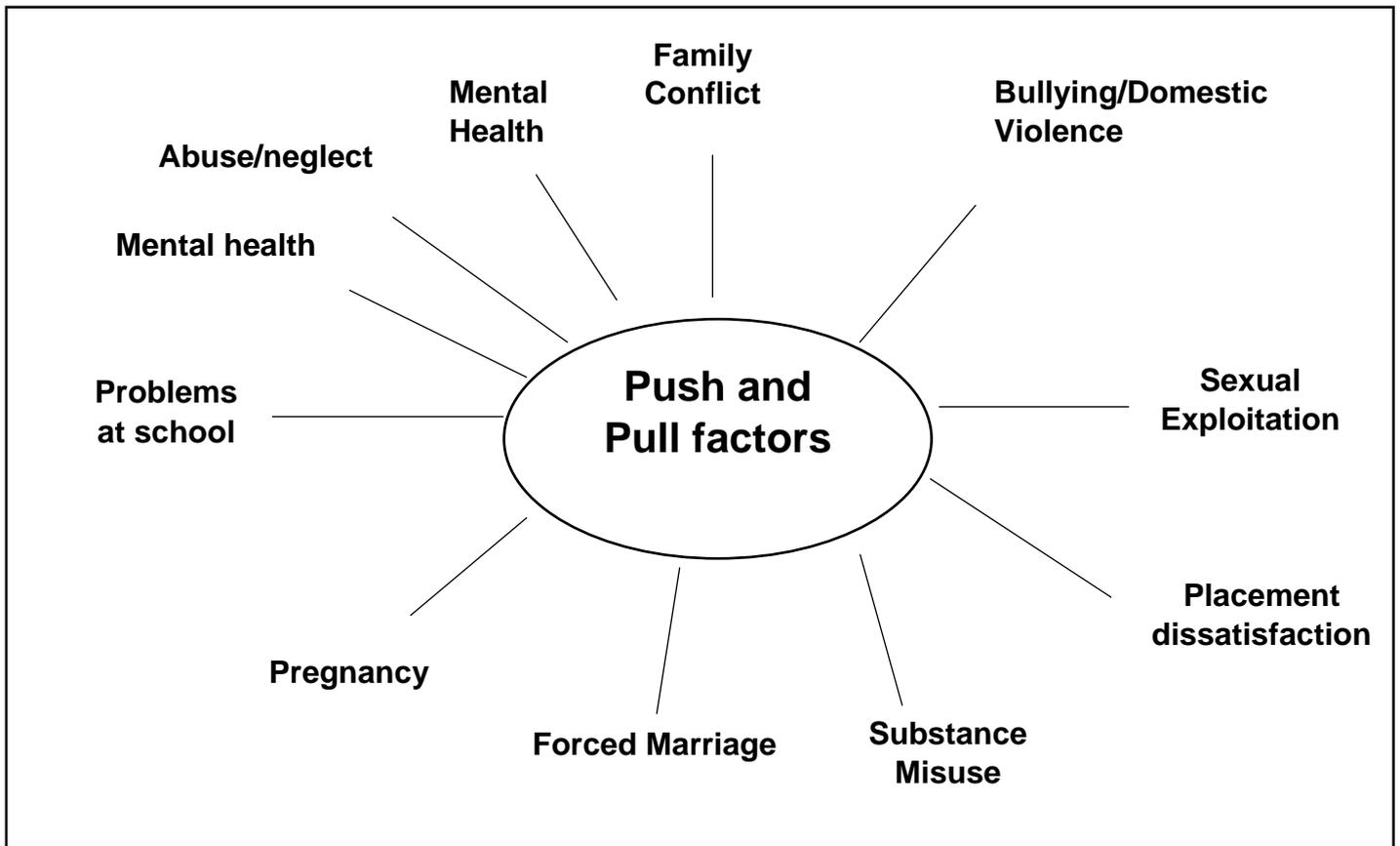
33.3 Forced Marriage

33.3.1 In forced marriages, one or both parties do not consent, and some form of duress is involved. There are over 200 cases of forced marriage reported in the UK annually. It should be highlighted that forced marriage is not a community or religious issue, and all major faiths including Christian, Hindu, Sikh and Muslim faiths condemn its practice, as all hold freely given consent as a prerequisite to any marriage.

33.3.2 There are occasions when families, who are attempting to trace a person who is missing in an attempt to avoid a forced marriage, seek to use the police as a tracing service. This presents the police and other agencies with a number of difficulties, and careful management of the situation is required, particularly when the person is located, highlighting the importance of the immediate risk assessment on location of a person and on the Safe and Well Check. Officers are reminded that where there is a forced marriage, there is also likely to be an offence of rape.

Joint Runaway and Missing from Home and Care Protocol (RMFHC) Review Date
December 2015

Push and pull factors associated with children or young people who run away/go missing:



Abbreviations used in the RMFHC protocol

RMFHC Protocol	Running Away and Missing From Home and Care Protocol
CYPSSS	Children and Young People's Support and Safeguarding Services
ERSCB	East Riding Safeguarding Children Board
EHaSH	Early Help and Safeguarding Hub
yp	young person
LAC	Looked after child(ren)
CISRO	Children's Independent Safeguarding and Reviewing Officer
IRO	Independent Reviewing Officer
COMPACT	Humberside Police missing person database
CSE	Child Sexual Exploitation
ERVAS	East Riding Voluntary Action Service
CPaR T	Children's Participation and Rights Team
ACPO	Association of Chief Police Officers
FGM	Female Genital Mutilation
CAF	Common Assessment Framework
CCM	Children's Case Management
EDT	Emergency Duty Team
EWS	Education Welfare Service
Tri-x	Procedures and Forms Library
PNC	Police National Computer
BCU	Basic Command Unit
One System	Educational Management System and central student database for East Riding of Yorkshire Council.



The Child/Young Person Missing Action Plan – to be completed when child or young person goes into care.

CHILD/YOUNG PERSON'S NAME:	DATE OF BIRTH:
CHILD'S ROUTINE, GENERAL HABITS AND CONCERNS:	
CHILD LEAVES SCHOOL WITHOUT PERMISSION <input type="checkbox"/> DOES NOT ARRIVE AT SCHOOL <input type="checkbox"/> FAILS TO RETURN TO PLACEMENT <input type="checkbox"/>	
ACTIONS TO TAKE:	BY WHOM:
Try to make contact by phoning (Insert his or her) mobile	
Contact passenger transport (Delete if not applicable)	
Contact family (including all those with parental responsibility, where appropriate) friends and acquaintances	
Make notes of what (Insert yp's name) was wearing and any item(s) the young person was carrying at the time of leaving the residential children's home or foster placement.	
Have a recent photograph of the young person available to hand in to the police if needed	
FOLLOW ALL RELEVANT CHILD CARE PROCEDURES	
CONTACT POLICE AND REPORT MISSING (insert timescale according to Missing Child/Young Person Risk Assessment) INCLUDE INFORMATION ON CHILD/YOUNG PERSON MISSING RISK ASSESSMENT AT TIME OF REPORTING	

INFORM SOCIAL WORKER or EHASH (Insert contact number) AND EDT (insert contact number)			
IF APPROPRIATE, SOCIAL WORKER TO INFORM THOSE WITH PARENTAL RESPONSIBILITY/CARERS: (insert timescale)			
CHILDREN'S HOME STAFF TO RECORD ACTIONS UNDERTAKEN/TIMESCALES IN RESPONSE TO MISSING CHILD/YOUNG PERSON.			
FOSTER CARERS RECORD ACTIONS UNDERTAKEN/TIMESCALES AND PROVIDE THIS INFORMATION TO SOCIAL WORKER			
POSSIBLE CONTACT DETAILS			
(Insert yp's name) MOBILE			
NAME	ADDRESS	TELEPHONE NUMBERS	RELATION
REVIEW DATE FOR THIS ACTION PLAN	NAME OF RESPONSIBLE PERSON (SOCIAL WORKER:		
SIGNATURE	DATE	ISSUE NUMBER OF ACTION PLAN	

CHILDREN, FAMILIES AND SCHOOLS**Looked After Child/Young Person****Missing from Care Assessment Part I - Preliminary Assessment**

Name of Child:				
Age of Child:	1-5	<input type="checkbox"/>	5-16	<input type="checkbox"/>
	6-10	<input type="checkbox"/>	16-18	<input type="checkbox"/>
	11-14	<input type="checkbox"/>		
Disability:	Physical (Give details)		<input type="checkbox"/>	
	Learning Disability		<input type="checkbox"/>	
Previous History:				
(a) Absences (See procedure manual for definitions)				
		Unauthorised Absence		Missing
Once		<input type="checkbox"/>		<input type="checkbox"/>
Never		<input type="checkbox"/>		<input type="checkbox"/>
More than once (State number)		<input type="checkbox"/>		<input type="checkbox"/>
(b) Other Risk Factors				
Drug Misuse	<input type="checkbox"/>	Prostitution / CSE	<input type="checkbox"/>	
Alcohol Misuse	<input type="checkbox"/>	Offending	<input type="checkbox"/>	
Challenging Behaviour	<input type="checkbox"/>	Details		
Self-Harm	<input type="checkbox"/>	Details		

Details of any other risk factor (e.g. family circumstances), including those arising since placement.

Legal Status

- | | | | |
|----------------------------------|--------------------------|----------------------------|--------------------------|
| Police Protection | <input type="checkbox"/> | Emergency Protection Order | <input type="checkbox"/> |
| Care Order | <input type="checkbox"/> | Interim Care Order | <input type="checkbox"/> |
| Accommodated | <input type="checkbox"/> | | |
| Detained under PACE 1981 | <input type="checkbox"/> | | |
| Remanded to Local Authority care | <input type="checkbox"/> | | |
| Subject to Secure Order | <input type="checkbox"/> | | |

Signed:

Social Worker

Date:

Signed:

Residential SW/Foster Carer

Date:



Missing from Care Risk Assessment Part II - Absence Report

Name of Child:

Placement:

Time Left: **Time Expected:** **Time Overdue:**

Summary of Events/Circumstances Surrounding Absence

Initial Classification of Absence and Risk

Unauthorised Absence Missing Absconded

High Risk

Review Details (Unauthorised Absences)

Time/Date	Outcome

Notifications

Time/Date

Who by

Police

Parents

Social Worker

EDT

School

Other (give details)

Details

Action Plan

Agreed with Police

Time/Date

Signed:

Social Worker

Date:

Signed:

Team Manager

Date:



Looked After Child/Young Person

Notification of Missing Child

To be sent to: Area Manager, Children's Social Care

Copies to: Children's Social Care Performance Team, East Riding Children's Safeguarding Board

Name of Child:	Date of Birth:
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Home Address:

Legal Status:	Social/ Key Worker:
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Placement/Establishment:	Date Admitted:
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Child Protection Plan:	Cat No:
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History of Previous Absences (Briefly summarise)

Current Care Plan (Briefly summarise)
Date and Time Child Missing:
Notified By:

Background to Current Absence (Briefly summarise any significant events leading up to the child's absence)

Current Action Plan (Briefly summarise what is being done to find the missing child. Please specify which agencies are involved and which agency (if appropriate) is taking the lead role, i.e. Police/Children's Social Care.

Signed Team Manager

Date:



Safeguarding Missing Alert for Child Protection cases Pro-forma

In order to ensure a child/ren or others in the case of an unborn who are the subject of a Child Protection Plans are recorded as missing please provide the following information.

(When notification is received that the child/ren or others have been found please complete the last section of this form)

On completion please e-mail the Child Protection inbox

child.protection@eastriding.qcsx.gov.uk

CHILDREN:		D.O.B/E.D.D	GENDER:	CP CATEGORY
MOTHER				
FATHER				
ANY KNOWN ALIASES				
SIGNIFICANT OTHERS				
LAST KNOWN ADDRESS				
DATE LAST SEEN				
POSSIBLE WHEREABOUTS?				

BRIEF DESCRIPTION OF MISSING PERSON(S): e.g. Height, Hair colour etc.
BRIEF DESCRIPTION OF CONCERNS/ADDITIONAL RELEVANT INFORMATION
Please include details of any known addresses:-

IF THIS PERSON COMES TO YOUR ATTENTION PLEASE CONTACT:
Children and Young Peoples Safeguarding Team:
Emergency Duty Team (Out of hours) Tel: 01377 241273 Fax: 01377 272436
Email: Emergency.duty.team@eastriding.gov.uk

TO NOTIFY THAT THE CHILD/REN OR OTHERS HAVE BEEN LOCATED

REASON:	END DATE:

ADDITIONAL INFORMATION

Please include details of new address and arrangements around management of the case:-



Looked After Child/Young Person

Missing Child Update

To: Area Manager: Children’s Social Care

Copy to: Children’s Social Care Performance Team, East Riding Safeguarding Board

Name of Child:	Date of Birth:
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Home Address:

Child Found: <input type="checkbox"/>	Child Not Found: <input type="checkbox"/>	Date:
----------------------------------------------	--------------------------------------------------	--------------

Current Action Plan (Briefly summarise what has been achieved since the last action plan)

Number of days missing:

If child **NOT FOUND** this plan to be continually reviewed and updated.

If child **FOUND** this plan to be completed immediately and additional copy sent to Information Monitoring Section.

Signed: _____ Date: _____

Print Name:
Team Manager:



Child Sexual Exploitation Risk Assessment Tool

Child/Young Person's Name / Alias / Known As		Date of Risk Assessment	
Known to children's social care	<input type="checkbox"/> Yes <input type="checkbox"/> No	Age / DOB	
Name of worker completing assessment		Agency and contact details	
Person/s of PR		Legal status	
Ethnicity		Gender	
Language Spoken		Physical/Learning Disabilities	
If other agencies are involved please list them here		Has sexual exploitation previously been identified as a specific issue for this child? Please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes when:

Vulnerabilities (consider protective factors and resilience)	Please score 1 for each tick	Vulnerabilities	Please score 1 for each tick
Emotional neglect by parent/carer/family member	<input type="checkbox"/>	Family history of domestic abuse	<input type="checkbox"/>
Physical abuse by parent/carer/family member	<input type="checkbox"/>	Family history of substance misuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>	Family history of mental health	<input type="checkbox"/>

		difficulties	
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Vulnerabilities		Score 1 if present on date of assessment	
Unsuitable/inappropriate accommodation		<input type="checkbox"/>	
Isolated from peers/social networks		<input type="checkbox"/>	
Lack of positive relationship with a protective/nurturing adult			
Breakdown of family relationships	<input type="checkbox"/>	Low self-esteem	<input type="checkbox"/>

Moderate risk indicators		Score 1 if present on date of assessment	
Consistently staying out late		<input type="checkbox"/>	
Ongoing 'missing' episodes		<input type="checkbox"/>	
Multiple callers (unknown adults/older young people) – (record details i.e. description/names etc.) (refer to information log)		<input type="checkbox"/>	
Unusual or increased use of a mobile phone that causes concern		<input type="checkbox"/>	
Expressions of despair (self-harm, overdose, eating disorder, challenging behaviour, aggression)		<input type="checkbox"/>	
Exclusion/suspension from school or unexplained absences from or not engaged in school/college/training/work		<input type="checkbox"/>	
Disclosure of sexual/physical assault followed by withdrawal of allegation		<input type="checkbox"/>	

Sexually Transmitted Infections (STI's)	<input type="checkbox"/>
Peers involved in sexual exploitation	<input type="checkbox"/>
Drugs misuse	<input type="checkbox"/>
Alcohol misuse	<input type="checkbox"/>
Unusual or increased use of the social media/internet that causes concern	<input type="checkbox"/>

Significant Risk Indicators.	Score 1 if present between 6 and 12 months ago	Score 5 if present on date of referral or during past 6 months
Periods of going missing overnight or longer	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with controlling partner or adult (record details i.e. occupation/description etc.) (refer to information log)	<input type="checkbox"/>	<input type="checkbox"/>
Physical abuse by that controlling person	<input type="checkbox"/>	<input type="checkbox"/>
Emotional abuse by that controlling person	<input type="checkbox"/>	<input type="checkbox"/>
Entering/leaving vehicles driven by unknown persons – (record details i.e. reg no./description etc.)(refer to information log)	<input type="checkbox"/>	<input type="checkbox"/>
Unexplained amounts of money, expensive clothing or other items	<input type="checkbox"/>	<input type="checkbox"/>
Frequenting areas known for on/off street sex work	<input type="checkbox"/>	<input type="checkbox"/>

Living independently and failing to respond to attempts by worker to keep in touch	<input type="checkbox"/>	<input type="checkbox"/>
Multiple pregnancies/terminations		

Risk Assessment score		Risk Category	
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Principal area of concern:

Please include a rationale for what you have scored

Intended action: Please document any further action, treatment or monitoring arrangements

Category 1 – At risk of sexual exploitation 1 to 8 (LOW RISK)

Discuss the findings with your line manager

Category 2 – Medium risk of sexual exploitation 9 to 30 (MEDIUM RISK)

Contact the CSE Response Team based at County Hall with regards to advice, information and support 01482 396999 on next steps.

Category 3 – High of sexual exploitation 31 to 68 (HIGH RISK)

Contact EHAT to make an immediate referral

Flowchart - East Riding of Yorkshire Council (Responsible Authority)

East Riding of Yorkshire Council (Responsible authority)

CARE PLANNING AND PLACEMENT

East Riding of Yorkshire Council, Humberside Police and other organisations have an agreed and adopted RMFHC protocol. Carers, East Riding of Yorkshire Council and Humberside Police professionals must adopt this protocol. All professionals should work together to assess risks and develop approaches to prevent children and young people going missing and respond when this happens.

Social workers must complete effective care planning based on an assessment of appropriate placement arrangements including the risk that the child/young person will go missing and how any identified risks of going missing will be addressed. Social workers must complete the 'Missing Child action plan' and provide this to the child/young person's placement.

When a child/young person is placed out of area, East Riding of Yorkshire Council must notify the host authority of the placement and agree how information will be shared in the instance the child/young person goes missing.

When a looked after child or young person goes missing

Social workers refer to the missing child action plan and provide the Police with the relevant information about the missing child/young person including the information gathered through the risk assessment form.

Social workers should notify the host authority that the child/young person is missing in their area

When a looked after child/young person is found

If the child/young person is located but meaningful contact cannot be established, East Riding of Yorkshire Council and the Police must consider appropriate action.

The independent return interview should be offered by the Children's Participation and Rights Team and should be offered and arranged within 72 hours of the child/young person being found. When the child/young person is placed out of area, it remains the responsibility of East Riding of Yorkshire Council to complete the independent return interview.

The child/young person's social worker should review whether placement remains appropriate. Where appropriate, social workers should discuss with the child/young person and the carers.

Care plans should be updated to include measures to prevent the child/young person from going missing again.

Data and Analysis

Data provided by Humberside Police should be analysed and reviewed at Quarterly Missing from Home and Care meetings, corporate parent meetings, Children's Trust Boards and child sexual exploitation groups.

Flowchart - Police

Police

Care Planning and Placement

East Riding of Yorkshire Council, Humberside Police and other organisations have an agreed and adopted RMFHC protocol. Carers, East Riding of Yorkshire Council and Humberside Police professionals must adopt this protocol. All professionals should work together to assess risks and develop approaches to prevent children and young people going missing and responds when this happens.

When a looked after child or young person goes missing

Police should undertake risk assessment which will form the basis for their operational response. The case will be subject to review particularly when new information is received and a change in circumstances.

When a looked after child/young person is found

The Police will carry out a Safe and Well I check as soon as possible from when the child is found.

Data and Analysis

Data provided by Humberside Police should be analysed and reviewed at Quarterly Missing from Home and Care meetings, corporate parent meetings, Children's Trust Boards and Child Sexual Exploitation groups.

Missing Person Independent Return Interview/Visit Form



Date of Visit		Worker		
YP's Name		Date of Birth		
Address and telephone number		Carer's Name/s		
Social worker		Home <input type="checkbox"/> LAC <input type="checkbox"/>	CCM PID:	One System:
Date missing		Date returned		

Chronology

DATE OF EVENT	EVENT (T/C, Visit etc.)	ADDITIONAL DETAILS/ACTIONS REQUIRED	WORKER

Workers must ensure that the above is recorded on CCM/One System as case notes.

Independent Return Interview

This page is for visit use only, and should be saved onto ESCR/One System with the Chronology page within 5 days of the visit.

Have you discussed the team and given Missing and advocacy leaflets? YES/NO

Confidentiality - The CPaRT, YFS and YOS Teams always aim to offer a high level of confidentiality to young people. With the Independent Return Visits however, we will routinely share your information with other relevant professional to ensure people are working together to keep you and other young people safe now and in the future.

If you raise any issue separate from the circumstances of your missing episode and wish for advocacy support, then this information can be kept confidential unless we feel you or someone else could be at risk of harm, and it will be recorded separately in our team diary sheets that are not accessed by other services.

If you have any queries about confidentiality or how we record your information, please speak to the Worker who is visiting you today.

Reason's for young person running away
Did the young person feel unsafe at any time before or whilst they were missing?
Are they running to or away from anything or anyone?
Have they gone on their own or with others?

Have they engaged in alcohol, substance misuse or sex?

Were risks discussed with the Young Person/ Advice given? (Ensure the Found notification from the Police has been read)

Is there anything we can do / offer to help them not want to run away?

Do they want us to speak to anyone or get them any support from anywhere?

Further action

Advocacy CSE Substance misuse Info shared with police Emotional Education

Summary

The above information must be inputted onto *CCM/One System* as a case note. Any further actions following the visit must be done so as soon as is practicable, and logged where appropriate on *CCM/One System* (except for *CPaRT* advocacy support which must be recorded in the advocacy spreadsheet.)



Intelligence Report - Independent Return Interviews

Young Person's Name:	
Young Person's DOB (dd/mm/yyyy):	
Date Missing and Found (also Police PID)	
Location where Found	

Name of Worker and Team/Service	
Date information was gained and how? (face to face, telephone, text, other etc):	
Information received from whom? (young person, parent/carer, other etc):	

Information to be shared with the Police:

Please ensure this information is accurate and correct to the best of your knowledge prior to sending.

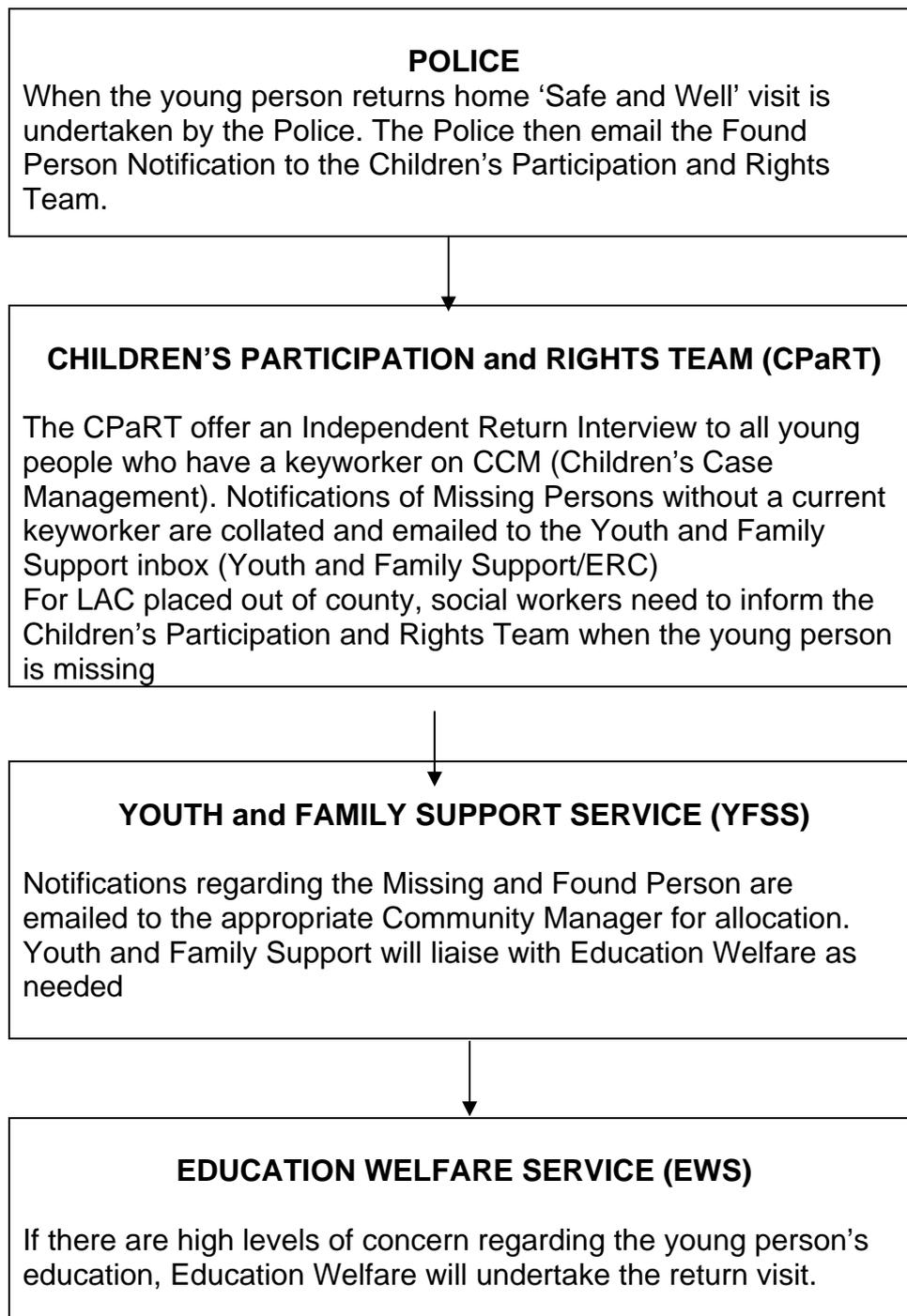
Information must be sent via email as soon as is possible to IntelligenceBureauCDiv@humberside.pnn.police.uk





Independent Return Interview Flowchart

MISSING CHILDREN AND YOUNG PEOPLE INDEPENDENT RETURN INTERVIEW ARRANGEMENTS



Incident Report Form - Foster Carers (Injury, Accident, Illness, Incident)

Section A

Name of young person:	
Date of birth:	
Legal Status	please tick
Care Order Section 31 Children Act 1989	<input type="checkbox"/>
Interim Care Order Section 38 Children Act 1989	<input type="checkbox"/>
Accommodated Section 20 Children Act 1989	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>

Section B

Date and Time:			
Location of Incident:			
Reporting Details: This incident/accident/illness/injury was reported to			
Name:			
Fostering Team:			
Social Worker's Team.			
Date/Time:			
Nature of Incident - please tick			
Accident	<input type="checkbox"/>	Theft	<input type="checkbox"/>
Illness	<input type="checkbox"/>	Solvent/drug misuse/possession	<input type="checkbox"/>
Injury	<input type="checkbox"/>	Sexual activity/CSE	<input type="checkbox"/>
Threat of self-harm	<input type="checkbox"/>	School refusal/problems	<input type="checkbox"/>
Safety intervention	<input type="checkbox"/>	Run away/abscond	<input type="checkbox"/>
Verbal aggression/abuse	<input type="checkbox"/>	Failure to return/missing	<input type="checkbox"/>
Physical aggression/bullying	<input type="checkbox"/>	Other	<input type="checkbox"/>
Property damage	<input type="checkbox"/>		

Section C

Description of Incident

(The description should include the build-up, who was involved, what happened, where the incident took place, why the incident took place - the opinion of the writer is important and should be clear. If physical contact was used how it happened, who held what, how long did it last, how was it resolved. Remember: The report must refer to TCI methodology and technique).

Name of Author

Print

Signature _____

Date

Section D

<p>How was the Incident Concluded</p> <p>I = Isolate the child E = Explore the child's views S = Summarise the feelings and content C = Connect behaviour to feelings A = Alternate behaviours discussed</p> <p>P = Plan developed and practice new behaviour E = Enter child back into routine</p>	<p>This must detail the Life Space Interview</p> <p>I = Isolate the young person A = Actively listen S = Speak calmly, assertively, respectfully S = Statements of understanding precede request I = Invite the young person to consider positive outcome S = Space reduce pressure</p> <p>T = Time helps young people respond requests</p>
<p>What is the plan? (brief note required - details on TCI - LSI Plan)</p>	
<p>Name of Author</p> <p>Print _____ Signature _____</p> <p>Date _____</p>	

Incident Report

Young Person's Report Form

This form must be offered to the young person after each incident. Record should be made that it was offered and then attached to the main report.

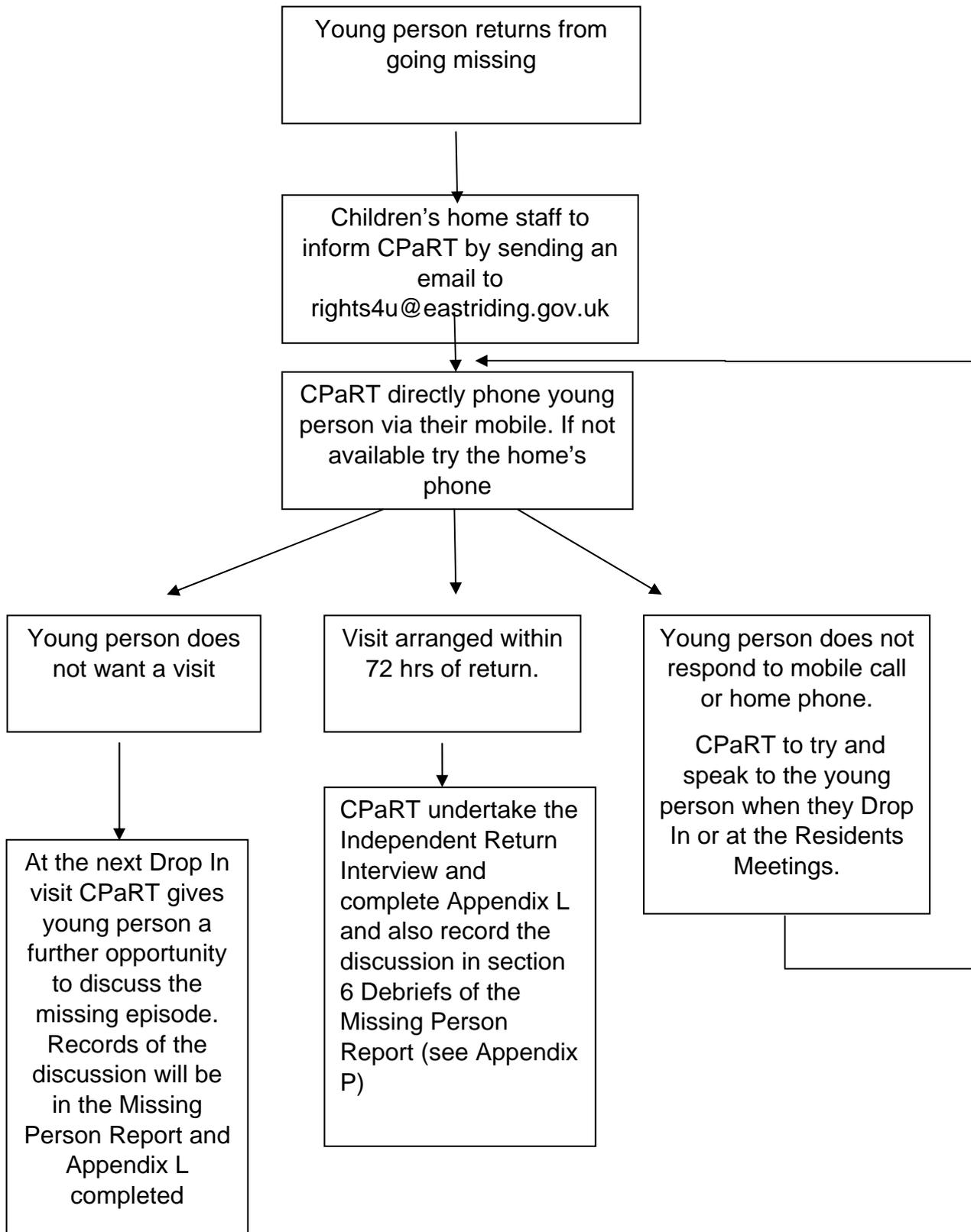
Name of Author

Print

Signature _____

Date

Flowchart for Children's Homes - Missing Debrief from the Children's Participation & Rights Team





No

Missing Person Report - Children's Homes

1. DETAILS

DATE:	NAME OF YOUNG PERSON:	AGE:	LEGAL STATUS:
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Time last seen:		Accompanied by:	
Summary of events leading up to young person going missing:			
Site Searched:	YES / NO	Local Area Searched:	YES / NO
Time Reported to Police:		Police Log Number:	
Absent or Missing?			
Was yp missing overnight?	<i>To be completed on return</i>		

2. RISK ASSESSMENT

RISKS INVOLVED:	HIGH/ MED/ LOW	DETAILS
1. Is there any information that the person is likely to cause self-harm or attempt suicide?		
2. Is the person suspected to be subject of a crime in progress, e.g. abduction?		
3. Are they vulnerable due to age infirmity or any other factors?		
4. Are there inclement weather conditions that would seriously increase risk to health?		
5. Does the missing person need essential medication or treatment not readily available to them?		
6. Does the missing person have any physical illness, disability or mental health problem?		
7. Do you believe that the person may not have the ability to interact		

Continue on back sheet if necessary

Has young person been missing for 48 hours?	YES / NO
If so, has Service Manager been notified? (via EDT if out of hours)	YES / NO

FOLLOWING YOUNG PERSON’S RETURN:

How was the young person on return?

State any reason given by the yp for going missing or where they have been

5. NOTIFICATION OF RETURN

	Time	Signature		Time	Signature
Police			Social Worker		
EDT (email or phone)			CRO; Email rights4u@eastriding.gov.uk or phone 01482 396828		
Parents/ Connected others			Entered in Reg 28		

6. DEBRIEFS

Time and Date of Police Safe and Well Check	
Any feedback received from the Police?	

Date of CPaRT Independent Return Interview / Children’s Rights visit	
Outcome of debrief:	

Flowchart - Children's Homes or Foster Placement

Children's Home or Foster Care Placement

CARE PLANNING AND PLACEMENT

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Local authority and private children's homes/foster carers should have procedures in place to prevent children/young people going missing, to locate, return and support a child/young person who has run away from their placement.

When a looked after child or young person goes missing

The carer should complete actions to locate the child/young person. If they cannot be located, the carer must inform the Police, the child's social worker or EDT and anyone else included in the child/young person's missing action plan

When a looked after child/young person is found

If the child/young person returns to their placement, carers should inform the child's social worker or EDT and the Police.

Carers should maintain to offer warm and consistent care when the child/young person returns. Running away should not be viewed as a behaviour that should be punished.

Data and Analysis

Carers should share any information with Children's Participation and Rights Team to monitor the effectiveness of placement.

Flowchart - Out of area placement (Host Authority)

Out of area placement (Host authority)

CARE PLANNING AND PLACEMENT

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When a child/young person is placed out of area, East Riding of Yorkshire Council must notify the host authority of the placement and agree how information will be shared in the instance the child/young person goes missing.

When a looked after child or young person goes missing

Social workers should notify the host authority that the child/young person is missing in their area.

When a looked after child/young person is found

The Independent Return Interview should be offered by the Children's Participation and Rights Team and where possible carried out within 72 hours of the child/young person being found. When the child/young person is placed out of area, it remains the responsibility of East Riding of Yorkshire Council to complete the Independent Return Interview.

The child/young person's social worker should review whether placement remains appropriate. Where appropriate, social workers should discuss with the child/young person and the carers.

Social workers should inform the CISRO about the missing episode who can arrange earlier review.

Data and Analysis

Data provided by Humberside Police should be analysed and reviewed at Quarterly Missing from Home and Care meetings, corporate parent meetings, Children's Trust Boards and Child Sexual Exploitation groups.



Child Sexual Exploitation Information Report

In order to safeguard children and young people from sexual exploitation it is important that concerns are shared as early as possible. This can include information about people, places or activities. Such information can form the basis of intelligence and may help the police to start an investigation.

If you have concerns that a young person/s is possibly being targeted for the purposes of sexual exploitation fill out your details and any of the information sections on this form (even if it is only one) and post or email to;

Email to: childrens.socialcare@eastriding.gcsx.gov.uk

***Please note – this is not a referral form. If you need to refer a child to Children’s Social Care telephone 01482 395500**

Definition of Sexual Exploitation

‘Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through use of technology without the child’s immediate recognition; for example the persuasion to post sexual images on the internet / mobile phones with no immediate payment or gain.

In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, physical strength and / or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social / economic and / or emotional vulnerability’

(Safeguarding Children and Young people from Sexual Exploitation, DfES 2009)

Date/ Time of report:	
Name	
Post/ job title	
Agency	
Contact details	
<p>If the information was supplied by someone other than yourself, how reliable are they: a) always reliable b) mostly reliable c) sometimes reliable d) unreliable e) unknown How accurate do you think the information is? 1) known to be true without reservation 2) known to the source but not to you 3) not known personally to the source, but corroborated 4) cannot be judged 5) suspected to be false.</p>	
How current is this information? Please give dates if available.	

Child's name		DOB	
Address			

Has a referral been made to Children's Social Care?	Yes / No	Name of Social Worker	
Have the police been informed?	Yes / No	Name of Officer	
Other agencies involved with this child			

Adults / young adults causing concern	Information re: name, address, 'known as', physical appearance, accent, ethnicity
Family member	
Friend of family	
Older 'boy/girlfriend' or 'friend'	
Community member	
Business person (e.g. taxi driver, restaurant)	
Unknown adult	
Locations	Information re: address, locality, 'known as'

Domestic dwelling	
Business premises	
Public place	
Leisure facility	
Frequently going missing / unsupervised trips to other local authority, town or city	
Cars	Information
Model (s)	
Colour (s)	
Number Plate (s)	
Distinguishing Marks Inside or outside the car	
Mobile phone activity	Information
Time young person receives calls	
Frequency of calls	
Number of callers	
Behaviour of YP post call (angry, upset, leaves immediately etc)	
Missing patterns	Information
Appearance when YP leaves	
Who is the YP with	
Date and time left	
Length of absence	
Frequently staying out late at night without explanation	
Episodes of running away / going missing	
Emotional and physical appearance upon return	
Gifts/presents	

Other young people causing concern	Information re: Name, address, locality, 'known as'
Associating with other young person known to be abused through child sexual exploitation	
Associating with other young person where there are concerns about risk of child sexual exploitation	
Any other information you think may be relevant	