

# Torbay Safeguarding Children Board

## Practice Guidance for Children/Young People Missing from Home/Care in Torbay

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Keeping children safe is everyone's responsibility

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# INTRODUCTION

Children/young people who go missing from home/care can invariably place themselves, and at times others, at risk. They are also at increased risk of being harmed by others and sexual exploitation.

The reasons for their absence are varied and complex and cannot be viewed in isolation from their experiences in care or at home and any other circumstances affecting their lives. Every "missing" episode should, therefore, attract proper attention from all of the professionals involved with the child/young person and those professionals, in turn, must work together to ensure a consistent and coherent response is given to the child/young person circumstances.

Early identification of potential issues, risk assessment and planning is essential throughout our work with vulnerable children and their families. Where possible, risk assessments and planning should involve children/ young people and their families to ensure that they also understand the processes to be followed and the potential consequences of their behaviour. Negotiated boundary setting needs to occur with the young person and their family.

Issues to be considered to reduce risk of missing persons include family and social contact, leisure activities, education arrangements, multi-agency support and information sharing.

The Police and Children's Services are partners in managing "missing" episodes. However, practitioners across all agencies are in a position to identify children/young people at risk of running away and will have vital information (no matter how seemingly insignificant) that can assist during a Missing Person episode.

It is therefore important that staff in all agencies work together. This joint protocol has been developed to assist in this and combines aspects of different agencies procedures in relation to missing persons so that where these overlap or interface, respective actions and responsibilities are clear. This protocol relies on continued and coherent communication during and after the missing person's episode, with a shared responsibility as corporate parents.

# PRINCIPLES

The following principles underpin the protocol and procedures:

- The safety of the child/young person is the primary aim of this protocol.
- "Streetwise" is not a term that should be used in relation to children/young people. Evidence shows that a young person is likely to be exposed to increased risk over repeated/multiple missing person's episodes. There is also strong evidence that shows direct links between missing people and sexual exploitation.
- Appropriate agencies working together to locate and return the child/young person to a safe environment will be the objective.
- Continued assessment and ascertaining the young person's wishes and feelings where possible, throughout the process.

- For those missing from care, as a corporate parent, the local authority has a duty to consider the wellbeing and safety of the child/young person. This involves locating and returning the child/young person to a suitable place of care.

Consideration at each missing person incident needs to be given as to whether the young person has experienced 'significant harm' and whether Child Protection procedures should be followed. Consideration should be given to all of the following factors:

- ◆ Age of child/young person
- ◆ Any wishes or feelings that have been communicated by the missing person before or during the missing period
- ◆ State of mind at time of absence, including any identified triggers
- ◆ Any personal resilience or vulnerability factors
- ◆ Any associations with others (child or adult) who may place the child at risk, including pro offending peers or those who use drugs/alcohol
- ◆ Risk of sexual exploitation
- ◆ Type of residence they have been missing from, or will return to
- ◆ Medical considerations, e.g. Epilepsy/Diabetes
- ◆ Drug/Alcohol use
- ◆ History/patterns of missing
- ◆ Time of day/night
- ◆ History of suicidal thoughts, self-harm
- ◆ Physical/learning difficulties
- ◆ Whether a child/young person is perceived as running to someone or from a situation
- ◆ Whether a child/young person is subject to a Court Order, Child Protection Plan and the implications of this
- ◆ Home environment/family history
- ◆ The young person's understanding of risk and understanding of the potential consequences of going missing.
- ◆ Any other particular circumstances at time of incident

The Police will act on any report of a child/young person "missing" from home/care.

Every "missing" child/young person who returns to home or care will be offered an interview by an independent person. The independent person will be a member of staff from Checkpoint (The Children's Society, Torbay). The aim will always be that the "independent person" will meet the young person before they are returned to their home or placement wherever possible.

The existence of a Court Order does not automatically determine whether a child/young person is regarded as missing.

In responding to and managing an individual child/young person's absence from home or care, agencies should beware of dismissing the potential significance of repeat missing episodes by a young runaway. Often such young people are immediately labelled as "the problem" and insufficient consideration is given to considering why they are persistently absenting themselves.

## DEFINITIONS

There are three categories of absence which call for different responses from agencies involved in the protocol. A child/young person is to be considered "missing" through:

1. *Unauthorised absence*
2. *Missing from Home with cause for concern*
3. *Missing from care*

The risk to all children/young people whose whereabouts are unknown requires an immediate consideration and discussion with Team Manager and only when this process identifies the child/young person is "missing" should notification be made to the Police and written assessments commence. In all other cases the event should be referred to as an "unauthorised absence".

### Unauthorised Absence

Clearly some children/young people absent themselves for a short period from placement and then return within which their whereabouts has been known. These children are not necessarily considered to be at risk and are often testing boundaries. Sometimes children/young people stay away for longer than agreed either on purpose or unwittingly. This kind of boundary testing is well within the range of normal teenage behaviour and should not come within the definition of "missing" for this purpose of this protocol

Children/young people who fall within the category of "unauthorised absent" must be the subject of a continuous risk assessment whilst they remain absent. During their absence circumstances may change and parents, carers and agencies need to be in a position to respond accordingly.

In this phase parents, carers and Children's Services should take all reasonable and practical steps to establish the whereabouts or the location of any persons with whom he/she is likely to be associating with and in doing so arrange for those places to be checked. If the location of the child/young person is known or suspected, then it is the parents, carers or Children's Services responsibility to locate and return the child/young person.

However, if there is a concern for the safety of family members/professionals and the child in returning the child/young person, then action should be agreed between the Police, the parents, and Children's Services, with legal advice being sought should a Court Order be required.

### Missing from Home with Cause for Concern – Children who are not Looked After or in Care

A child/young person will be deemed "missing" from home when the child/young person's location is unknown or that the reason for the absence is unknown with there being cause for concern for the child/young person because of their vulnerability or there is a potential danger to the public i.e. the young person is likely to cause physical harm to others.

Parents/guardians will apply their own judgement with regards to the overall circumstances of the child/young person's missing episode. If, in their opinion, the absence is more than "boundary testing", then they will alert the Police. The Police will apply their risk assessment to the report and act accordingly.

There is an expectation that parents and guardians will report their child/young person as missing. Failure to do so may be considered as a child/young person who is at risk of suffering significant harm (s47 Children Act 1989) and in need of protection. A failure to report a child missing from home may be deemed by agencies as the person with Parental Responsibility not effectively exercising their duties within the best interest of the child/young person.

## **Missing from Care**

Placement planning for every child who is becoming Looked After or who is already Looked After must include consideration of missing persons episodes and sexual exploitation. The placement risk assessment should highlight areas of concern and vulnerability within the child's Looked After arrangements and through a placement planning meeting actions must be agreed summarising how the carer and other agencies should respond during times of distress or absences. The placement risk assessment should be reviewed and amended no less than on three monthly intervals or in line with a significant change i.e. missing persons incident, drug and alcohol episode, or placement change.

For the purpose of this protocol a child/young person (i.e. a young person under the age of 18 years) is to be considered "missing" if he/she is absent from his/her place of residence without authority or in circumstances where the absence causes concern for the safety of the child/young person or there is potential danger to the public, e.g. likely to cause any form of physical harm to others. Discussion must occur with Team Managers about the difference between unauthorised absence and missing persons.

Children and young people who are accommodated by Torbay Council and placed both within and outside of the local area must be subject to this policy and the procedures involved.

For Children's Services all such children/young people will be considered to be either in need or at risk depending upon the circumstances presenting under the Children Act 1989 and 2004.

# NOTIFICATION OF ABSENCE

## Those missing from home

Once a child/young person is missing from home and has been reported missing to the Police (see section 4.4), the Police will continue to liaise with parents/carers in terms of monitoring the risk.

Any case of a missing child/young person from home which causes particular concern or difficulty or where circumstances give rise to suspicion should be brought to the attention of the Superintendent for Torbay or their nominee without delay. The Superintendent for Torbay will then decide on further action is required by the Police and consider the need to inform the Head of Operations Assistant Chief Constable.

The aim of the Police is to

- a) Locate the child/young person and
- b) Establish and investigate cases of criminality with regards to individuals who are suspected to have committed a crime against a child/young person.

Any concern about the actions of parents/carers may result in a referral being made to Children's Services.

## Those missing from Care

When a child/young person absents him/herself without permission it is necessary to initiate procedures which encourage him/her to return as quickly and safely as possible and ensuring that he/she are treated positively on their return.

Whoever discovers that a child/young person has absented him/herself without permission from a residential home must inform the Senior Manager on duty immediately or, if a child/young person absents him/herself from foster care, the foster carer must inform the Social Worker or the Emergency Duty Team 'Out of Hours Service'. If a child/young person is subject to an Interim Care Order then the Social Worker must notify Legal Services.

The Children's Services Practice Manager or the duty Social Worker will, having completed a risk case discussion, consider whether the absence causes such concern as to fall within this protocol. If it does not the Service Manager or the Social Worker should take whatever steps are appropriate to secure the safe and speedy return of the child/young person.

If the absence is considered to fall within this protocol the Service Manager or the Social Worker must, without delay, inform:

- The Police: It will be assessed by the Duty Inspector who will deem if the missing person needs to be classed as vulnerable.
- The parents (and those who have parental responsibility)
- The child/young person's Social Worker
- The Customer Services Support Officer
- Checkpoint Runaway project

Where, initially, the Practice Manager on duty or the Social Worker has decided that the absence does not fall within this protocol; this decision should be reviewed frequently if the child/young person does not return or his/her whereabouts are not identified. If such a period of absence continues then consideration is to be given at the earliest point to initiate the MISPER protocol. The child's/young person's safety and welfare are paramount.

Any case of a missing child/young person (from home or care) which causes particular concern or difficulty or where circumstances give rise to suspicion should be brought to the attention of the Children's Services Service Manager, and the Police Chief Inspector or their nominee without delay. The Children's Services Service Manager and Detective Chief Inspector will then decide on what action is needed and consider the need to inform the Head of Operations Assistant Chief Constable.

Any unauthorised absence from residential or foster care lasting for 24 hours should be reported to the Child/young person Social Worker or the Practice Manager.

For absences longer than 2 days, please see the LONGER ABSENCES section of this protocol.

### **Missing from Education**

If a child/young person who is Looked After goes missing from their place of education then the School or Educational provider is responsible for informing the child/young person's Social Worker, foster carer, or guardian of the event.

Should the School or Education provider have immediate concern with regards to the child/young person's welfare then they are to report the event to the Police.

Where a school becomes concerned that a child has been absent continuously for a period of time they are responsible for considering a CME (Child Missing Education) referral to the local authority attendance service.

### **Longer Absences**

When a child/young person is missing for longer than 2 days a 72 hour missing person meeting will be arranged by Children's Services.

The 72 hours multi agency meeting will be chaired by a Practice Manager or Senior Practitioner. It will involve social worker, police, checkpoint, family members and all relevant professionals relating to that child/young person. Where someone may not be able to attend, liaison should occur with the Social Worker to ensure that all information is gathered and considered.

The minutes of this meeting will need to include: (see Annexe B):

- Any outcomes of police address checks already completed and any other addresses that are needed to be checked
- Any new emerging information relating to whereabouts or risk
- Confirmation of, and re-analysis of risk posed to the child/young person
- Confirmation of known associates and any risks posed by such associations
- Any communication from the child to any professionals or family members



- Consideration of media coverage and how this will be implemented
- Plans for independent interview and return

Whenever a child/young person is missing for 28 days or longer a strategy meeting must be held chaired by a Service Manager within Children's Services.

This strategy meeting must be attended by Social Worker and Practice Manager, police, checkpoint, parents/guardian, and all other relevant professionals. At this meeting these senior officers should elicit a clear statement of the actions being taken in respect of the absence and should satisfy themselves that all that should be done is being done.

The Police Force Intelligence Bureau should notify the Police National Missing Person's Bureau of all reported events within 28 days of an incident occurring.

The Children's Services Executive Head of Safeguarding and Wellbeing and Chief Inspector should formally review all cases where children/young people have been absent for over one month or more and should satisfy him/herself on the actions which have been taken to recover the child/young person.

All Police missing person's files will remain "live" until the person is traced or until the Police are satisfied that all lines of enquiry have been exhausted. The Police will then forward the file to the Commander, who will take the decision to close the file. All PNC files are reviewed six monthly by the Detective Superintendent.

## **Police Action Plans**

In response to the risk assessment process Police should be confident that all children/young people reported to them by the agency fit the above criteria.

It is the responsibility of relevant agencies, in particular Children's Services, to provide comprehensive information to the Police to enable all the risk factors to be considered following which a full investigation will be conducted by the Police. Depending on the circumstances this might include: recording full details, circulating the description locally, regionally or nationally, and entering the details of the circumstances onto the Police national computer.

For "looked after" children/young people even after reporting a child/young person as missing it should be recognised that Children's Services are responsible for the children/young people in their care at all times and this responsibility is not absolved when they have reported a child/young person as missing to the Police.

Until such time as a child/young person is no longer missing, regular liaison and communication should take place between the Police, Checkpoint Services and Children's Services. Every "missing" child/young person who returns home or to the care of the local authority will have an interview arranged before being returned to the home/placement, if at all possible with a member of staff from Checkpoint Services.

## **INFORMATION TO BE MADE AVAILABLE - All missing children/young people**

When reporting the matter to the Police, the Children Services Service Manager on duty, the Social Worker or parents/carers should make the following available:

- A description of the child/young person
- Where they were seen and by whom
- When the child/young person was last seen and with whom
- A recent photograph
- Family addresses
- Known acquaintances
- Any previous history of absconding and information about where they were found
- The name and address of the child/young person's GP and Dentist
- The name and address of the child/young person's school
- Circumstances which increase the risk to a child/young person should be drawn to the attention of the Police
- Who has parental responsibility for the child/young person

## **INFORMING THE PRESS**

It is for the Police to advise the media in relation to a child/young person's missing circumstances. This may be arranged at a local level, by direction of the Duty Inspector (or nominee). A decision to publicise by press and/or television will always be made in consultation with Children's Services and with prior warning in order to allow those with parental responsibility to be informed. This must be considered at the 72 hour missing person meetings and any subsequent meetings held.

A photo and profile of the child will need to be provided to the police from Children's Services in order for media coverage to be as successful as possible in locating and returning the young child/young person.

## **RECORDING**

Throughout the processes outlined within this protocol, a full record must be kept of all actions taken and messages received or given. This recording should be made within the carer's logbooks (both for residential and foster care providers), with a duplicate entry on the child/young person's file (PARIS electronic case note). Foster carers and residential providers should also record the action taken and the child/young person's Social Worker should ensure there is a copy of this on the child/young person's electronic file.

In order to comply with the Department Of Health guidance requirements where there are absences over 24 hours the Social Worker must complete a 117 (if they are looked after) when the child/young person goes missing and for when they return.

The placement risk assessment, missing persons risk assessment must be imported into the child/young person's electronic case file under external documents on completion.

All incidents of absences and missing person's episodes are to be recorded within child's/young person's PARIS electronic data base ICS chronology.

## PLANNING FOR RETURN

If a child/young person's absence continues and falls within this protocol, the Social Worker, Practice Manager, Residential Home Manager or foster carer, parents, and the Police, where appropriate, should commence contingency planning for when the child/young person is located. Such plans should include:-

- Will the child/young person return to the previous placement?
- How will he/she be conveyed there?
- Do the Police wish to interview the child/young person before he/she is returned to his/her placement?
- Who will be an appropriate and/or "independent person" to talk to the child/young person after his/her recovery and being found. Checkpoint Services are to be liaised with and act as the independent person to talk to the child/young person after his/her recovery.
- If the child/young person returns to their placement of their own accord, they should still be offered an appointment with an independent person. Checkpoint Services are to be liaised with and act as the independent person to talk to the child/young person upon his/her return.

The Police and Children's Services will work together in the plan to return a child/young person to his/her residence. Normally the Children's Services Department responsible for the child/young person will make arrangements as quickly as possible for transportation of a child/young person to his/her residence. Where appropriate the Police will assist in this.

If secure escorting services are required then is to be sanctioned by a Service Manager and is subject to a risk assessment and considered alongside what is in the child/young person's best interest. If services are required by the Emergency Duty 'Out of Hours Service' then this is to be sanctioned using the same principles.

Where a missing child/young person is over 16 years and is being "looked after" by the Children's Services, **prior discussions should take place** between Children's Services and Police regarding Police/Children's Services powers to enforce a return. Legal advice is to be sought with any legal recommendations having being made via a Legal Gateway Meeting.

### Independent Interviews

Independent interviews for all children/young people will be offered from Checkpoint. It is the responsibility of the Social Worker to notify Checkpoint of the child/young persons return and to ensure that the child/young person receives an interview with an independent person within **72 hours** of his/her return. This is assuming that an interview has not already taken place prior to return, e.g. in the case where a child/young person has returned under their own steam.

When a child/young person has been found, the importance of a rapid independent interview is a priority. This is in order to identify any possible home/placement centred difficulties and criminality issues before the Children's Services Department can adequately assess the appropriateness of a child/young person returning home or to placement. When a child/young

person has voluntarily returned home or to placement they will be offered an independent interview within 72 hours.

If there is suspicion that a child/young person may have been abused or harmed prior to or during the MISPER event then this is to be referred immediately to the Police and Children Services. Joint Child Protection procedures will then be considered in line with an assessment of the information which is provided. In consultation with the home staff, the child/young person's Social Worker and his/her line manager should decide whether a strategy or risk management meeting is required in respect to the missing incident or information which has been gathered during the interviewing period.

Independent interviews will be conducted by a fully trained Checkpoint practitioner. All Checkpoint staff have had relevant checks in line with the Children Society's Employment Policy. Sessional staff who also work for the Children's Society are excluded from conducting these interviews.

Children/young people will be informed of Checkpoint's Confidentiality Policy and will be notified that written reports will be sent to the young person, Social Worker and where appropriate the Team Manager for the child/young person or the Service Manager for Torbay's Foster Service. In addition a copy of the report will be sent to the Independent Reviewing Officer/Safeguarding Chair to be discussed at the young person's next review.

The purpose of conducting an Independent Interview is to:

- ◆ Seek an understanding of the child/young person/young motivations for going "missing".
- ◆ Establish information under the Safeguarding Children agenda.
- ◆ Assess risks to which they may have been exposed.
- ◆ Explore and feedback to the child/young person relevant current and future wishes.
- ◆ If necessary, liaise with the Children's Services Department if an immediate return to the placement is not viable.
- ◆ Explore alternative positive options to going "missing" in the future.
- ◆ Data collected from interviews and work with child/young person who go missing is fed back through to the CSE & Missing Forum as a preventative measure to reducing future events and to keep child/young people safe under the Safeguarding Children agenda

### **Follow up Interviews (Social Work)**

In the case of a young person missing from care, the Social Workers should visit and see the young person within **48 hours** of his/her return and offer an appointment with an independent person from Checkpoint if it has not already taken place.

If this cannot occur, a note should be made on PARIS as to the reasons why.

## **CHILDREN HOSTED IN TORBAY PLACED BY ANOTHER AUTHORITY**

Children who are placed within Torbay by another responsible authority are held on a list which is maintained and supervised by a Service Manager in Children's Service. These children's details are entered on to PARIS (electronic data base) as a Contact. When incidents of concern occur the Service Manager or nominated person liaises with the responsible local authority. Should there be actions required under Section 47 Children Act 1989 then these matters are referred to the Children in Need Service for consideration of appropriate involvement within the framework outlined in Working Together to Safeguard Children. All other duties are the responsibility of the placing authority unless agreed by the Service Manager.

## **MONITORING TRENDS**

In order to ensure that on-going patterns of children/young people going missing from individual placements are investigated sufficiently, Checkpoint alongside the Sexual Exploitation and Runaways Forum will consider the placement of each child/young person and provide any requested reports highlighting any trends/patterns for managers. It may make recommendations for further enquiries to be made. Where there are patterns worthy of further investigation the Local Authority and the Police will make necessary arrangements either directly with the placement provider or through a strategy meeting (LSCB) in order for the issues to be addressed.

Checkpoint will notify Torbay Fostering Service if there are 3 or more missing persons episode connected to a specific foster placement.

Similarly, a specific child or group of young people may be highlighted for discussion at the monthly CSE & Missing Forum. The work of CSE & Missing Forum is outlined in Appendix C.

When a child/young person is identified as needing discussion at the forum, the Social Worker or relevant professionals will need to provide information, update and actions being undertaken so the forum can monitor the child's progress.

## **MISSING PERSONS MEETINGS**

### **Missing Person over 72 hours**

72 hour missing person meeting to be convened by Social Worker, to be chaired by Team Manager or Senior Practitioner. Police, Checkpoint, family members, carers and relevant professionals to be invited to this meeting. Those who cannot attend must liaise with Social Worker. (Discussion & agenda points outlined in Appendix B).

Weekly meetings to be convened in the same format as above until child returns but communication to continue throughout.

### **Over 14 days,**

Executive Head of Safeguarding and Wellbeing to be advised of the episode plus any actions being undertaken.

### **Over 28 days**

Strategy meeting to be convened, to be chaired by Service Manager.

### **Unauthorised absences:**

The same multi agency effort is required to locate, communicate with and safely return a child even if they are deemed unauthorised absent rather than missing.

The child's PARIS recordings should clearly indicate the discussion and decision making process which led to the categorisation of unauthorised absence. Dates and times of return should be placed on the child's chronology.

Events may be upgraded to 'missing' if concerns continue or events escalate.



**MISSING CHILDREN RISK ASSESSMENT**

(To be completed on notification of child being reported as missing)

**POLICE LOG NUMBER:**  
**Time of Reporting to police:**

**Name of Child:**  
**DOB:**  
**Address:**  
**Type of placement:**  
**Initially completed on:**  
**Updated on:**  
**Completed by:**

<b>Risk indicators</b>	<b>Details</b>	<b>Score</b> High Medium Low
<b>History of missing events</b> (please record patterns, frequency, drivers, triggers, and length of episodes)		
<b>Time of leaving placement. Time expected to return. Time overdue if this has not occurred</b>		
<b>Is there a history of self harming?</b> (please provide details of the nature, frequency, and vulnerability to serious injury)		
<b>Does the child have a disability or a learning need?</b> (please provide details of the condition and how this may impact upon		

the degree of vulnerability when missing)		
<b>Are there concerns about sexual exploitation?</b>		
<b>Please provide details of the circumstances which led to the event occurring</b>		
<b>Please provide details as to the state of mind of the child prior to them being reported as missing</b> (Are there any mental health issues, substance misuse, associated family or significant harm issues which may have contributed to the child's presenting emotionality)		
<b>Please provide details of any likely associations to the child and who may know of the child's location</b>		
<b>Please provide details of any Orders which the child may be subject to</b>		



<p><b>Please provide details of the child's Child Protection Plan if one is in place</b></p>		
<p><b>What is the likelihood of the child returning on their own accord?</b></p>		
<p><b>What is the plan for when the child is located?</b> (please outlined any proposals to move the child, medicals, video interviewing – ABE)</p>		
<p><b>Social Workers analysis of risk at this stage and judgement on level of risk, overall, posed to the child?</b></p>		

**A copy of the Risk Assessment is to be sent to:**

**Police - [general.enquiries@devonandcornwall.police.pnn.uk](mailto:general.enquiries@devonandcornwall.police.pnn.uk) with a request to add this document to the log**

**Checkpoint Services – [checkpoint@childrenssociety.org.uk](mailto:checkpoint@childrenssociety.org.uk)**

**Fax 01803 290095**

**Risk Matrix**

<p>Low Risk (there is minimal risk associated)</p>	<p>Where an act or circumstance is not likely to have a significant or immediate impact upon a person or situation. The risk is viewed to have a 5 – 10% direct relevance.</p>
<p>Medium Risk (injury or harm is likely if not discontinued)</p>	<p>Where an act or circumstance is likely to have a significant or immediate impact upon a person or situation. The risk is viewed to have a 30 – 50% direct relevance.</p>
<p>High Risk (serious injury, harm or death is possible if the activity is not discontinued )</p>	<p>Where an act or circumstance will have a significant or immediate impact upon a person or situation. The risk is viewed to have a 70 – 100% direct relevance.</p>



## Minutes of 72 hour Missing Persons Meeting (and subsequent weekly meetings)

<b>Name of Child/Young Person:</b>	
<b>Date of Birth:</b>	
<b>Date:</b>	
<b>Venue:</b>	
<b>Those present:</b>	
<b>Apologies :</b>	

1. **Background Information synopsis of current situation:**
  
2. **Information received from others:**
  
3. **Any outcomes of police address checks already completed and any other addresses that are needed to be checked:**
  
4. **Confirmation of known associates and any risks posed by such associations:**
  
5. **Any new emerging information relating to whereabouts or risk:**

- 6. Confirmation of, and re-analysis of risk posed to the child/young person:
  
  
  
  
  
  
  
  
  
  
- 7. Any communication from the child to any professionals or family members and any views expressed within this communication:
  
  
  
  
  
  
  
  
  
  
- 8. Consideration of media coverage and how this will be implemented:
  
  
  
  
  
  
  
  
  
  
- 9. Views of parents/carers/any other relevant family members:
  
  
  
  
  
  
  
  
  
  
- 10. Plans for independent interview and return:
  
  
  
  
  
  
  
  
  
  
- 11. Actions:
  
  
  
  
  
  
  
  
  
  
- 12. Date of the next meeting if required:

Signed: (Team Manager) .....

Date: .....

# CSE & MISSING FORUM

## Key Purpose

Purpose of the forums is to safeguarding children by developing and maintaining effective multi-agency responses to the incidences and risk of children sexual exploitation.

## Main Responsibilities and Functions

1. Capture and analyse multi-agency qualitative and quantitative data in relation to missing young people and child sexual exploitation.
2. Provide monthly updates from core member organisations on the nature and extent of Missing and CSE referrals and related on-going work and investigations.
3. Provide quarterly reports to the TSCB strategic sub group based upon the SW Peninsula minimum data set and locally identified criteria.
4. Sharing information on high risk individuals and networks, identify local circumstances and context.
5. Share and improve practice locally through a process of collaboration, learning and innovation.
6. Take relevant action and develop strategies to safeguard young people.

The above may change in accordance with the functionality of the Forum and the needs of the local community and will be reviewed on an annual basis.

## Membership

Core membership of the forum will include Torbay Children's Services, Devon and Cornwall Constabulary, Checkpoint Runaway Service, education and the NHS.

## Frequency

Monthly Meetings

## Quorate

In order that the meeting is quorate, wither the chair or vice-chair must be in attendance, plus 50% of other member's representing a minimum of three agencies. In cases of absence all members shall provide one consistent nominated deputy. Members of their nominated deputy are expected to attend a minimum of 75% of meetings in any single year.