



Initial Notification Pack for reporting Missing Children and Young Persons to the Police

- S** Sexual Health, Sexualised Behaviour & Risk Taking
- A** Absent Education / Attendance (Education / Training)
- F** Familial Abuse & or Problems at Home
- E** Emotional Health & Physical Condition
- G** Gangs, Groups, Associations, Coercion & Control
- U** Use of Technology & Sexual Bullying
- A** Alcohol & Drug Misuse
- R** Receipt of Unexplained Gifts, Money or Rewards
- D** Distrust – Running Away & or Non Engagement

Date: July 2015
Amended: Nov 2015
Next review date: Sept 2016

Guidance

- Dial 101 to report child/young person missing
- Obtain CAD number from Police
- Update this notification pack
- Hand Initial Notification Pack to Police
- Inform EDT that this notification pack has been completed
EDTReferral@harrow.gov.uk 02084240999
- If child/young person returns or is located call 101 and EDT to update

Date reported to Police:		CAD no:

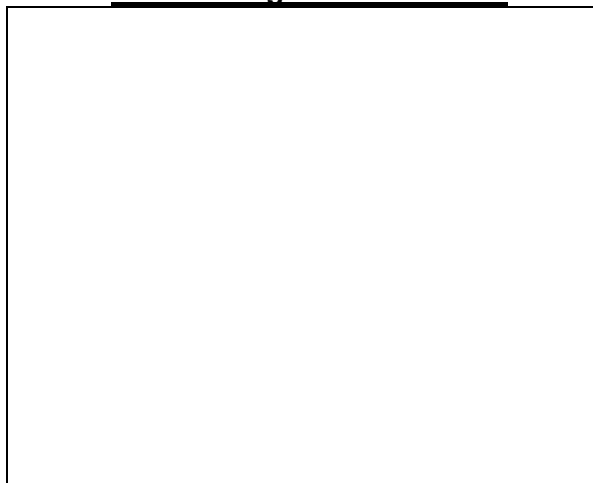
- Once a child/young person has been reported missing by calling 101, this form must be completed and sent to QAMailbox-.GPC@met.pnn.police.uk to assist in the child/young person being located.
- If the reporting service is not social care, a referral to social care should also be made as soon as possible following the report to the police
- Where there is risk of a child/young person going missing, the completion of this as a pre-prepared notification tool can be initiated through Child in Need or Child Protection Plans. In most cases this will be with the knowledge and consent of the child/young person and their families (the normal considerations relating to significant harm apply with regard to consent)

Missing Children & Young Person Initial Notification Pack

Child/Young Person Details

Name:		Date of birth:
Gender:		Height & build:
Eye colour, hair colour, glasses, tattoos, piercings:		Ethnic Origin / Ethnic Appearance:
Mobile number(s):		
Social network information: (e.g. Facebook, Twitter)		
Email address:		
Address missing from:		
Education or school attended:		
Social Worker:		Tel No:
Home Borough:		
Name of IRO:		
Subject to Child Protection Plan:		
Legal Status: (e.g. Section 20, Section 31)		

Child/Young Person's Photo



Is the photo recent? (If yes please provide approximate date taken & provide copies)	
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Informant Details

Name:	
Contact number(s):	
Email address:	

Circumstances

Date last seen:		Time last seen:
Where last seen:		
By whom:		
Who were they with?		
Agreed date to return:		Agreed time to return:
Where did the C/YP say they were going?		
What was the C/YP wearing? (Please provide a detailed description)		

Enquiries made to locate the child/young person

Please indicate if worker suspects the missing child or young person is with family or friends network.

Telephone numbers called

Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Thorough room search completed?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date of room search:
Time of room search:		Completed by:
Any relevant information discovered: (e.g. phones, documentation or clothing)		
Other areas and addresses known to frequent:		

Family / Friend details

Mother:	Name:	Tel:
	Address:	
Father:	Name:	Tel:
	Address:	
Sibling:	Name:	Tel:
	Address:	
Sibling:	Name:	Tel:
	Address:	
Boyfriend / Girlfriend:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Any other relatives with close contact:		

Transport and Financial

Oyster card no:		
Finance	Cash: £	Bank card:
Bank account details:		

Passport number:	

Risk Assessment

Please note some information in the following risk assessment may not apply to missing child or young person, therefore please state 'not applicable' or 'not known'.

Medical condition or mental/ psychological disorder or illness: (e.g. epilepsy, diabetes, schizophrenia, bi-polar)		
Medication taken:		
	How often:	When next due:
Effects of not taking medication:		
Known drug or alcohol user:		
Sexually active:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Risk of sexual exploitation:		
Recent behaviour:		
Suspicion suicide or self harm:		
Involvement in violent / racial homophobic, DV incident prior to disappearance:		
Money issues: (e.g. drugs debt)		
School or college issues:		
Ongoing victim of bullying or harassment:		
Previously absconded, reported missing and exposed to		

harm whilst missing:	
Suspicion of abduction or murder:	
Risk of radicalisation:	
Any other risk factors:	

Any other information which may assist in locating the Child/Young Person

Glossary

Definitions

Based on the DfE 'Statutory guidance on children who run away or go missing from home or care' (2014) the definitions which should be used are set out as follows:

- **Child:** anyone who has not yet reached their 18th birthday. 'Children' and 'young people' are used throughout this guidance to refer to anyone under the age of 18.
- **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:** a child reported as missing to the police by their family or carers.
- **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.
- **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.
- **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.
- **Care leaver:** an eligible, relevant or former relevant child as defined by the Children Act 1989. Care leavers cover young people from ages 16-24
- **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 or the police.
It is important to note that when a child meets these criteria, the same procedures should be followed as if they were missing.

Definition of CSE

CSE - applies to those under 18 & involves exploitative situations usually they receive 'something' food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, as a result of them performing, and/or another or others performing on them, sexual activities.

CSE can be committed by individuals or by groups and 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.

The policing purpose in properly identifying victims of CSE is to protect the young persons and enable us to target the perpetrators, the only way we can identify these groups or individuals is through constructive interaction with the victims.

Missing and absent – distinction

The police classification of a person as 'missing' or 'absent' will be based on an ongoing risk assessment. Guidance on how police forces will apply the new definitions to children was issued interim guidance by ACPO in April 2013. The Metropolitan Police Force (MPS) ratified and implemented the new definitions in July 2014.

Definitions: Is the child / young person missing or absent?

Missing: a child **whose whereabouts cannot be established and** where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another, reported as missing to the police by their family or carers.

Absent: Away from placement without authorisation: a (looked after) child whose whereabouts is verified 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 or the police."

Staff should also familiarise themselves with "Safeguarding Children Missing from, Care Home and Education" DfE January 2014.