

# MISSING WORK-FLOW

**MFH:** a child whose whereabouts cannot be established - where the circumstances are out of character or there are indicators to suggest that the child may be at risk of harm to themselves or others. Any child who fits the above definition, where there are additional concerns regarding CSE, gangs, radicalisation, FGM, forced marriage etc...should be considered 'missing' and not 'absent' (reasonable professional judgement)

**MFC:** includes children that have stayed out longer than allowed (unauthorised absence), run away (missing) and/or been removed from care by an adult (missing). A child where the circumstances are out of character or there are indicators to suggest that the child may be at risk of harm to themselves or others. (Including additional concerns regarding CSE, gangs, radicalisation, FGM, forced marriage etc.) should be considered 'missing' and not 'absent' (reasonable professional judgement)

**Child Missing**  
(Any child under 18 years or relevant child)

Police missing report received (Merlin/PAC) by CSCT

**Non-allocated cases:** missing episodes for children not open to CIN, CLA, IF or DCT will be started on EHM by CSCT and a RHI requested.

**Allocated cases:** missing episodes for all cases open to a Social worker in CIN, CLA, IF, DCT will be started on LCS by the Missing Project Officer and re-assigned to the Social Worker

If the allocated Social Worker or CSCT find out the child is missing before Police (i.e. by a parent or friend) the SW must report the child missing to Police by calling 101. In this instance it is the SW's responsibility to start the missing episode on LCS.

Children missing for 5 days will be referred to CIN.

**MFC** – As soon as the SW team are informed that a child is missing they must agree, and record (in the missing episode) immediate actions with Police and parents/carers.

The SW team is responsible for ensuring the following safeguarding process for every allocated missing child:		Cases:	Frequency:	Recording:
<b>Risk Assessment</b>	All open cases should have an up-to-date risk assessment clearly recorded on file.	All open cases	Every 3 months or as risk changes	<u>Generic Risk Assessment form</u> in the Missing episode record
<b>Missing Meeting</b>	If a child goes missing or there are immediate safeguarding risks, you must hold a missing meeting. Cases that require an immediate safeguarding response should be subject to a strategy discussion with police. For complex or high risk cases a strategy meeting with police and the multi-professional network should be held.	MFC meeting – within 3 days of the child going missing	Meetings need to be held as and when the child goes missing - <u>OR</u> - For children that go missing on a regular basis on-going review meetings can be held.	<u>Missing Meeting case note</u> in the Missing episode record
		MFH meeting – within 7 days of the child going missing		<u>Strategy form</u> in the main case file
		Strategy discussion or meeting – within usual strategy timescales		
<b>Missing Safety Plan</b>	A Missing Safety Plan, which records how the multi-professional team are responding to the missing episode/s to ensure safeguarding and minimise risk, should be clearly recorded on file.	Cases where a MFH/MFC or strategy meeting/discussion have been held  High risk cases  Regular missing children	After every meeting where missing is discussed or on a regular basis	<u>Missing Safety Plan case note</u> in the Missing Episode Record

**Child Returns / is Found**

Complex cases should be referred to monthly Missing Panel

The Social Worker informs the professional network and records details of how/when the child was found on the LCS missing episode. Upon ending the missing episode record on LCS an automatic request for a Return to Home Interview (RHI) will be sent to TYS.

Once TYS have completed the RHI record an alert will be sent to the SW – to review the RHI and consider any recommendations.