Children & young people

who go missing or run away from home or care protocol
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Essex Inter-Agency Protocol

Vision

Essex County Council, EST Connexions, Essex Police and local Voluntary Agencies across Essex are working together to develop a consistent framework of response to the needs of children who go missing or run away from home or care in order to minimise the likelihood of children repeatedly going missing and running away.

It is within the spirit of partnership that the following protocol has been developed with the shared outcome being that all children and young people in Essex have a safe start in life.
1. Context

1.1 Purpose

- to clarify the roles and responsibilities of agencies involved in working with children and young people who go missing from home
- to provide a joined-up response to children and young people who are missing from home and/or care or have run away. The protocol relates to all children and young people.

1.2 National framework

Running away is a dangerous activity that puts children and young people at risk:

- each year it is estimated that 100,000 young people run away from home or care citing reasons such as abuse, neglect or violence
- 1 in 9 children who have runaway have been forced to leave home by the time they are 16
- 67% of young runaways will stay with a stranger and get hurt
- 25% of runaways will sleep rough
- a significant number of children and young people are from a care background
- 21% will be physically or sexually assaulted
- running away is associated with truancy and exclusion from school
1.3 Risk factors

Young people who go missing face a number of risks:

- no legitimate income - leading to high risk activities
- involvement in crime - both as a victim and perpetrator
- abuse through sexual exploitation
- deterioration of health
- missing schooling and education
- exposure to high risk activities e.g. substance misuse, joyriding
- in some circumstances children have died
- culture issues i.e. forced marriages.

1.4 Statutory framework

This protocol should fit into other locally developed procedure and will sit alongside the SET Child Protection Procedures and agencies own procedures

The Government’s response (1998) to the Children’s Safeguards Review (1997) included a commitment to develop guidance on the action to be taken when a child goes missing or runs away. In November 2002, the Department of Health (DoH) issued statutory guidance under Section 7 of the Local Authority Social Services Act 1970. This guidance was detailed in Local Authority Circular 17 (2002), which builds on the report from the Social Exclusion Unit (SEU, November 2002).

The DoH Statutory Guidance (2002) summarises messages from various research reports and makes recommendations on prevention. This aims to ensure the safety of those that run away, advises on appropriate help on their return and highlights co-ordinating responsibilities at a local and national level.
One of the DoH key recommendations for local authorities, the police and partners is to:

“Ensure that multi agency protocols are in place on the action to be taken when children go missing from care and home or runaway”.

Following the Laming Report (2003) which enquired into the death of Victoria Climbie the ‘Every Child Matters’ Agenda (September 2003) highlights the needs for better communication and collaborative practice with regard to children at risk. This is taken forward in The Children Act 2004.

The DoH Guidance and SEU Report requires local agencies to establish systems for early identification of young people likely to run away. This system needs to operate within the framework of Identification Referral and Tracking (IRT) which all local authorities are required to put in place during 2004/05.

1.5 Guidance on forced marriages

Please refer to guidance on forced marriages

Young people and vulnerable adults facing forced marriage

Dealing With Cases of Forced Marriage Guidelines for the Police  (Home Office Website)

To contact the Forced Marriage Unit Tel: 0207 008 6135/0230/8706
Out of hours Tel: 0207 008 1500 and ask to speak to the Foreign & Commonwealth Response Centre
e-mail: fmu@fco.gov.uk
2. Definitions

2.1 Missing children: Categories

The protocol defines three categories of identification that call for different responses from the agencies.

Local inquiries and risk assessments (see appendix 1) need to be carried out to determine which category the young person falls into.

Multi-agency implementation of the Assessment Framework will provide a common language for agencies working with children and families. This will assist in defining concerns for a child and thus identifying whether the intervention of Social Care Services is necessary and appropriate.

A child or young person under the age of 18 years is to be considered ‘missing’ through:

- missing from home or run away with cause for concern
- missing from care - unauthorised absence; missing from care with cause for concern; missing in breach of Court Order
- missing families including children on the Child Protection Register.

2.2 The Children Act (1989)

All such missing children or young people will be considered to be a child at risk under Section 47 of The Children Act (1989) (refer to 3.2). This section of the Act gives the power to all appropriate agencies to disclose relevant information to provide a positive outcome for the child or young person/s.
The Children Act 1989 Section 17 defines a child in need as follows:

- a child shall be taken to be in need if
- she/he is unlikely to achieve or maintain or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority.
- her/his health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services; or
- she/he is disabled.

All agencies working within section 17 of The Children Act have a duty to safeguard and promote the welfare of children in need.
3. Assessment framework for children in need

The Children Act 1989 places a duty on local authorities to provide services to children in need under Section 17 of the Act. These services should work alongside those that respond to children who require protection. In this way the intention is to produce an integrated response to the needs of children which may change over time.

The Assessment Framework seeks to identify and respond to children in need by:

- the clear and consistent identification of need
- effective partnership between agencies and with children, young people and their families
- holding inter-agency planning meetings to discuss complex cases and formulate care plans with children and their parents
- agencies working together to provide a high level of community support for children and young people who have complex medical needs
- measurement, planning and review of all children in need services and an evaluation of their effectiveness.
4. Information sharing protocols

4.1 Data sharing framework

Agencies working with children and young people and their families and carers must use well established, comprehensive, transparent and consensual information sharing systems and processes that places the individual at the centre of how their information is used.

This must be delivered in accordance with the:

Data Protection Act (1998)
The Children Act (1989)
and other relevant legislation and guidance.

All information obtained and shared in support of this protocol must be fully recorded within the organisations client management systems and be clearly referenced to the evidence and the information upon which decisions have been made. This must include details for any third parties and full details of all the information/evidence that they have supplied/been given.

Module 3 of the SET procedures provide information on information sharing and should be read in conjunction with this document.

Whilst assessing risk, attention should be given with regard to sexual exploitation in line with DoH Guidance Safeguarding Children and Young People involved in Prostitution: Practice Guidance (2000) and SET procedures 10.16.
4.2 Additional Procedures for Looked After Children & Young People

All children who are ‘looked after’ by the local authority will receive an age appropriate information guide which clearly states:

- what procedure will be followed if they go missing
- that there is an expectation they will speak to a police officer on their return; and
- that where possible they will be offered the opportunity to speak to an independent person identified and approved by each local authority
- it is strongly recommended as good practice to obtain a recent photograph of the child or young person.
- in addition to the above and in order to assist in the event that the child or young person may go missing, a descriptive form will be completed in as much detail as possible (Appendix 3) and updated as part of the ongoing review of children in public care (looked after).
- custodians will need to be aware of and implement local and national requirements with regard to children on the Child Protection register.

Prior to each accommodation arrangement for a looked after child, Children’s Social Care Services must consider within the Core Planning process all potential risks to the child including an assessment of the potential for them to go missing or run away. The child and his/her parent/carer should be involved in the assessment and planning process.
5. A child/young person is missing

5.1 Step one – Establish position. When is a child missing?

Clearly, some children and young people absent themselves from home and/or care for a short period of time and then return; often their whereabouts are known. These children and young people are not considered at risk and usually they are testing boundaries. Sometimes children stay out longer than agreed either on purpose or unwittingly. This kind of boundary testing activity is well within the range of normal teenage behaviour and may not come within the category of ‘missing’ from this protocol. (Refer to Definition)

However, each individual child/young person should be subject to a risk assessment (Appendix 1). The police require all persons with parental responsibility to make a risk assessment. This assessment should be based on individual circumstances and vulnerability and will inform what additional action if any needs to be taken (see step 2 Role of Alerter below). This information should be recorded by agencies. Where staff are seconded or working within a partner agency, there needs to be an agreement between the agencies involved of the procedures that should be followed.

If the missing child or young person is on the Child Protection Register or there are any child protection concerns identified at the time of reporting, there must be immediate implementation of child protection procedures (See Appendix 2).

Parent/Carer/Guardian

In considering a child or young person who appears to be missing from home, a parent, carer or guardian, will apply their own judgement with regard to the overall circumstances of the child or young person and the circumstances in which they have gone missing. If, in their opinion, the absence of the child or young person is more than ‘boundary testing’ activity, then they will, in normal circumstances, alert the police who will then apply a risk assessment to the report being made and deal accordingly.
Looked After Children

In respect of children and young people absent from care, the unauthorised absence/boundary testing behaviour requires assessment by those responsible for the care of the individual in determining when to alert the police.

Where a child is placed in Kent, please refer to the Kent protocol for children missing from placements in that area.

5.2 Step two – Role of the alerter

Parent and or Carer

There is an expectation that parents will report their child missing if they are absent without permission, (once they are satisfied that the child is not ‘boundary testing’) if not, this may be raised as a child protection issue.

The Parent/Carer should notify/report to the police.

If the child is the subject of a Care Order or is accommodated by the Local Authority, the Social Care Services should also be informed by the alerter and confirmed by the police.

Partner agencies and voluntary organisations

If it comes to the attention of any agency or voluntary organisation that a young person is missing from home they must:

Advise the parent/carer of the organisations’ duty to ensure the matter is reported to the police who will ensure search, locate and return procedures are activated; and if necessary.

Follow this up by contacting the police to verify the reporting by the parent/carer has occurred.

Schools and school service

Children sometimes have unauthorised absences from school which give rise to concerns regarding their access to education. Where this is the case but they are not missing from home, the guidance produced by ECC ‘Missing pupils: Guidance for Schools’ should be followed.
Where the child is missing under the definitions of this protocol, this protocol should be implemented.

**Connexions**

Connexions staff should follow the guidance under Partner Agencies and Voluntary Organisations

The prime concern should be to ensure and safeguard the young person’s welfare and safety, as stated in the Code of Practice for Connexions Personal Advisers. Personal advisers will need to be sensitive to the young persons needs but ensure that support mechanisms are in place and where appropriate services informed.

Connexions staff must ensure that information received is recorded appropriately on the client record.

If there are any child protection concerns staff must follow SET Procedures and report concerns to the appropriate statutory agencies.

**Health**

Children and young people missing from home or care often present themselves for health care at various health services e.g. Accident and Emergency Departments, Walk-in Centres, GP Surgeries. The local Designated Professionals (Doctor, Nurses etc.) will co-ordinate the circulation of missing child alerts. They will ensure that the relevant health services are alerted.

If a child initially discloses that they have run away, then the Health Professional needs to refer to “Partner Agencies and Voluntary Organisations” above.
Children’s Social Care Services

Children’s Social Care Services will work within the Assessment Framework, SET Child Protection Guidelines [www.escb.co.uk](http://www.escb.co.uk) and Children in Need/Child Concern Procedures.

When making an alert for a child in public care (looked after) social care services will be expected to provide initial information (see Appendix 1). A careful risk assessment will be made which takes into account individual circumstances. Each missing incident will be given equal attention and treated as an episode in its own right.

If the absence is considered to fall within these procedures the staff in charge, i.e. child’s social worker, duty social worker, Emergency Duty Team social worker, will as soon as practical inform:-

- the child/young person’s parents/and those with parental responsibility; and
- the Police.

Where, initially, the decision was made that this absence does not fall within this procedure this decision will be reviewed every hour if the child does not return or his/her whereabouts are not known.

If such a period of absence continues for 2 hours it will automatically be considered to fall within these procedures. This is the maximum period; and in most situations much shorter periods will be appropriate.

In every case where, following consultation with the Police, the level of risk to the child is deemed to be high as a result of the risk factors listed above then the matter must be brought to the attention of the appropriate Service Manager, Children & Families, Social Care Services and the Divisional Commander (Police) or their nominees without delay. They will then decide upon further action and consider the need to inform the Head of Child Protection, Learning & Social Care or appropriate equivalent Senior Manager and Head of Operations/Assistant Chief Constable of Police.
When reporting the matter to the Police, the residential social worker, social worker or duty social worker will use the **Personal Descriptive Form** (Appendix 3) in order to make the following information available:-

- a description of the child (including description of clothing and jewellery, if known)
- when the child was last seen and with whom
- a recent photograph
- family addresses
- known acquaintances; including access to any vehicle
- any previous history of running away or going missing
- the name and address of the child’s GP, school and dentist
- circumstances which increase the risk to a child should be drawn to the attention of the Police; and
- any health concerns and details of any medication e.g. the need for any time-based treatments i.e. diabetes
- legal status of the child or young person
- any action agreed or taken.

Throughout the process identified within this protocol a full report must be kept of all actions taken and messages received/given. In the case of a child missing from a residential establishment, this will be made in their log book. In the case of a child missing from a foster placement the carer should record in their incident/events note pad. These incidents will be recorded and collated by Essex County Council Safeguards Unit.

There should always be an entry on the child’s Social Care Services file about the incident and should be added to the significant incidents log.

The Police will record all details of contacts and enquiries made as a part of the investigation into tracing, locating and the return of the child or young person.

Reported incidents will be reviewed quarterly by Local Safeguarding Groups and annually by ESCB in order to identify trends and patterns and inform service provision.
Residential Unit Staff

Staff must follow specific local protocols for missing from care.

5.3 Role of Police

The Police will, upon receiving a report of a child or young person being absent from care or missing from home, carry out pro-active enquiries to locate, trace and return the subject as soon as possible.

Essex Police Procedures

All children or young persons reported missing from home or absent from care are risk assessed by the Alerter; this will informs the Police risk assessment. Should there be a difference of opinion the Police will inform the Alerter. In addition to specific internal actions to locate and trace the missing person, the following times scales are of relevance:

Within 2 hours the Police National Computer will be updated with the subjects’ details.

- regular contact with the person reporting (alerter) is to be established as soon as possible and maintained until the child or young person is returned
- liaison with partner and other agencies to be established as soon as possible
- continual risk assessment to be applied
- National Missing Persons Helpline to be informed (as soon as possible).

If missing for 24 hours:

- Children’s Social Care Services to be informed regardless of circumstances of child or young person going missing
- continual risk assessment to be applied.

If missing 48 hours:

- Education Safeguards Unit to be informed who will notify the school
- continual risk assessment to be applied.
If missing up to 7 days:

- National Missing Person Helpline to be updated
- close contact with partner and other relevant agencies to be maintained
- Police convene professionals meeting.

If missing over 7 days:

- all missing Children and Young Persons to be classed as ‘Ultra High Risk’ if not already assessed at this level before this time lapse. (At this stage children will be dealt with under Child Protection procedures)
- press/media strategy to be implemented – if not already in place.

If missing over 14 days:

- Police National Missing Persons Bureau to be informed – if not already actioned.

If missing for over 10 weeks:

- ensure the Police National Computer report on the subject is extended for further year period (minimum).

5.4 All Children – Longer or Significant Absences

Within seven days of a child going missing, a Professionals Meeting will be held. This meeting will be convened by the Police with all relevant agencies to explore a strategy to find the child.

The Professionals Meeting will be attended by the Police Divisional Commander or his/her nominee together with a Service Manager from Children’s Social Care Services, Health, Education and any missing persons scheme and any other agencies with a statutory and/or significant involvement with the child e.g. YOT, Connexions or as dictated by the circumstances in which the child has gone missing or any local issues. All agencies must prioritise attendance. Parents/carers can attend. However, in rare circumstances they may be partially excluded if evidential issues are discussed. This is similar to Child Protection Case Conferences.

These senior officers will 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.
Whilst the child remains missing/absent, his/her case will remain “open” and allocated to a Social Worker.

All Police missing person’s files will remain “live” until the person is traced. At no stage will a missing from home or absent from care report relating to a child or young person be filed until such time that they have been located and assessed as being safe and well.

Police Divisional Liaison Officers will pro-actively manage individual cases and the PNC missing report will be renewed every three years if necessary.

Duties of the Police Divisional Liaison Officers are to maintain regular and possibly daily contact with parents and carers.

5.5 Informing the press

It is the responsibility of the Police to advise the media regarding a child or young person missing from local authority accommodation, with close co-operation from the key agencies who have safety and welfare concerns. Unless considered urgent, this will be arranged at local level, by direction of the Area Commander (or nominee). Any decision to inform the press or media will, again unless urgent, be made in consultation with the Head of Child Protection, Learning & Social Care, and Senior Managers from appropriate agencies, together with prior warning in order to allow the parents/carers to be informed.

5.6 Step 3 – Returning home

Timeline – Prior to return

Professionals should carefully consider the circumstances of the ‘return’ of the child/young person to ensure that they are not being placed in a position of potential risk. If a child returns to a care setting of their own accord then this may be seen to be a safe setting. If the child is ‘found’ then any signs of reluctance on the part of the child to return to their care setting should form part of a risk assessment before a child is ‘returned’ or accommodated elsewhere. (See Appendix 2 – Activation of Child Protection Procedures).
If any information is gathered during the course of enquiries which indicates a child or young person *will be at risk on their return home*, the Police and Children’s Social Care Services *must be informed immediately, so that they may take appropriate action.* (see identified concerns below) Reference must also be made to Guidance on Forced Marriages.

**Timeline – 2 hours Cancellation of Missing Persons Report**

Parent/Carer, Police, Social Worker, School, Health Services, Connexions Personal Adviser or any other agency that has information on the return of a young person will inform the police (see contacts)

The Police will then cancel any circulation of the child or young person’s details. They will inform all agencies that have been involved in the incident, together with any other appropriate agency identified in the Missing or Runaway from Home or Care Protocol to notify them of the child’s return or location.

The aim is to cancel the missing person reports within 2 hours

**Timeline 24 Hours - Safe & Well Assessment**

On all instances of the return of a child or young person who has been reported missing, the Police will attend as soon as possible and in any event within 24 hours to perform an initial assessment that the child is safe and well and to ensure as far as possible that it is safe to return to the home or care institution or placement that they have been absent from.

On the child's return his/her medical condition should be discussed with the child and his/her parents/carers immediately and an offer made to arrange medical attention if necessary. There may be some children who should always be seen by a doctor e.g. with diabetes or young pregnant teenager. If the nature of the need for medical attention is, or has the potential to be, part of a ‘Child Protection’ investigation then those procedures should be implemented

For looked after children/young people, in all cases, a social worker with knowledge of the child’s circumstances or access to that information must meet the child alone the next working day following their return.

Even in cases where ‘Child Protection’ or ‘Child Sexual Exploitation’ Procedures are not invoked consideration will be given to the need to convene a ‘Professionals’ Meeting’ to consider the circumstances of the child going missing, their return and the events during the
intervening period. The relevant social care team manager will convene this meeting. The meeting may raise sufficient concerns whereby ‘Child Protection’ or associated procedures are activated and consideration will be given to convening a LAC review. The child’s LAC review meeting will be convened as soon as possible after the child’s return and any issues around the child going missing will be discussed and addressed, where possible, within the review of the child/ young persons ‘Care Plan’.

Identified concerns

If there are already concerns in existence relating to either:

a) The missing individual, the circumstances under which they went missing, their activity whilst missing or potential exposure to danger / risk whilst missing, or,

b) The care establishment that the child or young person has been absent from, or their home circumstances,

Then a joint interview by the police and social services will be arranged.

Independent interview arrangements

Whether a joint interview of the subject is considered necessary or not, where Missing from Home and / or Care Schemes are set up, the Police will inform the parents/carers to expect contact from those working within the scheme in order to carry out an independent interview with the returned child or young person.

The child/young person will be reminded that they will be visited by the Police or some other suitable professional who has been identified, the purpose of this interview being the same as the returning home interview for children in the community (see 2.2) to establish safety and welfare.

All notifications of the return of the child under these procedures will be sent to the appropriate agency. Within 5 working days they will offer the child/ young person an interview to assess their needs with regards to advice, information and support

When there are no such schemes in being and therefore no independent agency to conduct any interview, the police officer who conducts the ‘safe and well’ check will ascertain as far as possible, any child protection issues or concerns of the missing individual. Action will be taken accordingly. (See Appendix 2).
Timeline 72 Hours – Additional support Independent Interview

The young person should be offered access to a further independent interview to assess their needs with regard to advice, information and support and to agree an appropriate response. The appropriate agency, or agency identified to conduct the independent interview, will then make contact with the young person and their carer as soon as is practicable and in any event within 72 hours. The young person’s views should be taken into consideration in guiding the decision as to which agency might best offer the necessary “independent perspective”.

The purpose of this interview will be conducted in order to ascertain sensitively:

- the reason why the child went missing
- if there are any concerns regarding their safety or welfare
- where the child was during the period missing
- to establish if any concerns exist regarding the activity or treatment of the child or young person whilst absent
- and to agree a package of support to meet the needs of the young person.

The interview will be from the perspective of a welfare check, and support for the child should focus on any concerns regarding their home or care environment or influences outside home which may have caused the child to go missing.

Confidentiality will be respected unless there are welfare, child protection or serious criminal issues. Any relevant concerns will be shared with the appropriate agency (Social Care Services, Police, Health, Connexions etc).

This assessment will be undertaken using the Framework for Assessment for Children in Need and their Families, after which consultation must take place with the appropriate agencies. If the missing/absence incident is being dealt with under child protection procedures, then a Section 47 core assessment will be completed.

Where there are child protection concerns, these will be reported immediately to the Children’s Social Care Services and the Police.
Timeline Post 72 Hours – Continued Support

On the initial return home visit, if it is identified that the young person (13-19) needs sustained support focused on individual need, a referral can be made to a Connexions Personal Adviser (via referral contacts at end of this document) for non child protection issues. Other relevant agencies will work with Connexions P.A.s to ensure appropriate and timely support is provided to the young person.

All ‘looked after children’ will have access to a Connexions Personal Adviser who should be invited to the Professionals Meeting. The Personal adviser should also attend the LAC review and any subsequent Personal Education Planning meetings for young people aged 13-16.
6. Monitoring children or young people who go missing

Each authority must appoint a designated senior manager with a responsibility for monitoring the effectiveness of its missing from care and home protocol.

This officer will be responsible for reporting information to the ESCB and local authority cabinets about patterns of absence from children and young people missing from care and home.

Issues to be addressed in the strategic monitoring reports should include:

- incidents of missing person’s episodes
- location – are children more likely to be absent from some placements or areas than others? Where do they run to?
- child protection implications
- actions when children return
- practice and procedural issues (quality assurance).
- (p.12, DoH 2002).
Appendices

Appendix 1: Preliminary Risk Assessment

Appendix 2: Activation of Child Protection Procedures

Appendix 3: Personal Descriptive Form

Appendix 4: Contacts Lists:

- Social Care
- Designated Nurses
- Connexions Partnership
- Police Contacts
# Appendix 1 - Preliminary risk assessment

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<th>Agency Heading/Details</th>
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<td>Reported to Police by:</td>
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<td>Additional action Taken: (e.g. ensuring parent/carer has informed Police)</td>
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<th>Additional Information</th>
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<td>Previously assessed level of vulnerability</td>
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<td>Previous history or patterns of going missing or running away</td>
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<td>Family</td>
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<td>Risk of abduction</td>
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<td>Home environment/family history</td>
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<td>Forced marriages (Refer to Guidance)</td>
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<td>Circumstances at time of incident</td>
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<td>Length of time missing</td>
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<td>Time of day/night</td>
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<td>Any agreement reached regarding staying out beyond the usual time</td>
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<td>Any other particular circumstances at the time of the incident</td>
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### Accommodation/Association with others
- Where the child is believed to be staying
- His/her likely associations while missing
- Concerns around sexual exploitation

### Mental Health
- Bullying
- History of self-harm and/or mental health issues
- State of mind at time of going missing

### Medical
- Medical considerations, e.g.
  - Epilepsy/diabetes
- Pregnant teenager/teenage parent
- Physical/learning difficulties
- Any other relevant factors
Appendix 2 - Activation of Child Protection Procedures

Children in Public Care/ Looked After Children

C.P. Concerns identified at time of report?

No

Continual review of C.P. Issues
By ALL Agencies

Yes

Immediate Implementation of C.P. Procedures. Custodians to follow local & national requirements.

Children on Child Protection Register

C.P. Concerns identified at time of report?

Yes

Continual review of C.P. Issues
By ALL Agencies

No

Any other child

C.P. Concerns identified at time of report?

Yes

Immediate Implementation of C.P. Procedures. Custodians to follow local and national requirements.

If No Return Within 7 Days Implement C.P. Procedures

C.P. concerns are identified on locating the missing child or young person, or during the independent interview on return

Immediate Implementation of C.P. procedures. Custodians to follow local and national requirements
Appendix 3 - Personal descriptive form

The child or young person subject of this document is to be informed that the information being recorded will only be used in the event that they are missing / absent from care.

This document is to be treated as confidential and stored securely within the care establishment.

<table>
<thead>
<tr>
<th>Personal details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Forenames:</td>
</tr>
<tr>
<td>Title: - □ Male □ Female Date of Birth:</td>
</tr>
<tr>
<td>Birthplace:</td>
</tr>
<tr>
<td>Other names:</td>
</tr>
<tr>
<td>Maiden Name</td>
</tr>
<tr>
<td>Any other name:</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Forename:</td>
</tr>
<tr>
<td>Nickname etc:</td>
</tr>
</tbody>
</table>

| Care placement details:                |
| Placement Date: Legal Status:         |

| Occupation/pupil:                     |
| Name of Employer/School/College details: |

| Address:                              |
### Home/Parental address:

Postcode:

### Telephone numbers:

<table>
<thead>
<tr>
<th>Home:</th>
<th>Business:</th>
<th>Mobile:</th>
</tr>
</thead>
</table>

### Significant illness or medical needs (include pregnancy if appropriate):

### GP's Address:

### GP's Tel No.

### Descriptive details:

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Build:</th>
<th>Slim</th>
<th>Medium</th>
<th>Well Built</th>
</tr>
</thead>
</table>

### Ethnicity:

#### A White

- [ ] British
- [ ] Irish
- [ ] Any other white background *(please specify)*

#### B Mixed

- [ ] White and Black Caribbean
- [ ] White and Black African
- [ ] White and Asian
- [ ] Any other Mixed background *(please specify)*

#### C Asian or Asian British

- [ ] Indian
- [ ] Pakistani
- [ ] Bangladeshi
- [ ] Any other Asian background *(please specify)*

#### D Black or Black British

- [ ] Caribbean
- [ ] African
- [ ] Any other Black background *(please specify)*

#### E Chinese

- [ ] Chinese
- [ ] Any other *(please specify)*
<table>
<thead>
<tr>
<th>Body Hair:</th>
<th>Eyebrows:</th>
<th>Facial Hair:</th>
<th>Hair Colour:</th>
<th>Glasses:</th>
<th>Glasses Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shaven</td>
<td>□ Plucked</td>
<td>□ Bushy</td>
<td>□ Black</td>
<td>□ No Glasses</td>
<td>□ Constant</td>
</tr>
<tr>
<td>□ Shaven</td>
<td>□ Shaven</td>
<td>□ Clean Shaven</td>
<td>□ Dk Brown</td>
<td>□ Contact Lenses</td>
<td>□ Driving</td>
</tr>
<tr>
<td>□ Straight</td>
<td>□ Straight</td>
<td>□ Curly</td>
<td>□ Brown</td>
<td>□ Glasses</td>
<td>□ Reading</td>
</tr>
<tr>
<td>□ Tramlines</td>
<td>□ Curly</td>
<td>□ Full Beard</td>
<td>□ Lt Brown</td>
<td>□ Frame Description</td>
<td></td>
</tr>
<tr>
<td>□ Pierced</td>
<td>□ Greying</td>
<td>□ Goatee</td>
<td>□ Mousey</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Options:
- Body Hair:
  - Shaven
  - Shaven
  - Straight
  - Tramlines
  - Pierced
- Eyebrows:
  - Plucked
- Facial Hair:
  - Bushy
  - Clean Shaven
  - Curly
  - Full Beard
  - Goatee
  - Stubble
  - Long Sideburns
  - Greying
  - Other
- Head Hair:
  - Very Long
  - Shoulder Length
  - Collar Length
  - Short
  - Cropped
  - Shaven
  - Straight
  - Curly
  - Wavy
  - Afro Caribbean
  - Pony Tail
  - Dreadlocks
  - Mohican
  - Dyed
  - Streaked
  - Thinning
  - Greying
- Hair Colour:
  - Black
  - Auburn
  - Grey
  - Purple
  - Dk Brown
  - Red
  - White
  - Blue
  - Brown
  - Fair
  - Multi
  - Pink
  - Lt Brown
  - Blonde
  - Streaked
  - Orange
  - Mousey
  - Sandy
  - Yellow
  - Green
- Glasses:
  - No Glasses
  - Contact Lenses
  - Glasses
- Glasses Use:
  - Constant
  - Driving
  - Reading
### Complexion:

- [ ] Fair
- [ ] Freckled
- [ ] Pale
- [ ] Tanned
- [ ] Mature

### Distinguishing Features:

- **Pierced:**
- **Mark/scar:**
- **Tattoos:**
- **Other:**

### Accent General:

- [ ] English
- [ ] Irish
- [ ] Welsh
- [ ] Scottish
- [ ] Other

### Accent Specific:

- [ ] Asian
- [ ] French
- [ ] Liverpool
- [ ] North West
- [ ] Spanish
- [ ] Australian
- [ ] German
- [ ] London
- [ ] Northern
- [ ] West Country
- [ ] Birmingham
- [ ] Glasgow
- [ ] Midland
- [ ] Oriental
- [ ] West Indian
- [ ] East Anglia
- [ ] Italian
- [ ] North East
- [ ] Southern
- [ ] Yorkshire

**Accent Other:**

Give details:

### Noticeable Jewellery:

### Clothing worn at material time (if relevant):
### Any relevant background information

List any previous episodes of missing / absent from care etc:

### Any known Associates, Siblings, Friends or Places Frequented:

### Any access to vehicles:

<table>
<thead>
<tr>
<th>Reg No.</th>
<th>Make:</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour:</td>
<td>Type:</td>
<td>User:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reg No.</th>
<th>Make:</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour:</td>
<td>Type:</td>
<td>User:</td>
</tr>
</tbody>
</table>

### Photographs

- Photograph taken on admission and attached: [ ] Yes [ ] No
- Recent photograph available: [ ] Yes [ ] No (If yes where located?)
Any other information: (Including any Illnesses of Medication or details of any dependants assumed also missing):

(Use Continuation sheets were necessary)

Name of person completing form: ________________________________

Date taken: ______________

This form is not to be regarded or used for gathering of information about the person detailed within it for any purpose other than to retain a record for use by relevant agencies in order to locate the person if they are missing / absent from care.

Any concerns regarding activity of the individual or any risk they may be at / cause is to be documented and considered in line with established protocols.
Appendix 4 - Contact lists:

1. Children’s Social Care Services

2. Designated Nurses for Safeguarding Children and Looked After Children

3. Essex Southend & Thurrock Connexions Partnership Contacts

4. Essex Police contact details

5. Education Welfare Service
1. Children’s Social Care Services - contact details

Please note: all referrals to social care services must be made through SS Direct on:

0845 603 7634

All Essex EMERGENCY DUTY TEAM
(out of hours) 0845 6061212
2. Designated nurses for Safeguarding Children and Looked After Children

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Landline</th>
<th>Mobile</th>
<th>E-mail</th>
<th>Area Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorry Greenall</td>
<td>Room CS-06a, Colchester Primary Care Centre, Turner Road, Colchester</td>
<td>01206 286650</td>
<td></td>
<td><a href="mailto:Lorry.greenall@essexrivers.nhs.uk">Lorry.greenall@essexrivers.nhs.uk</a></td>
<td>Colchester</td>
</tr>
<tr>
<td></td>
<td>CO4 5JR</td>
<td></td>
<td></td>
<td></td>
<td>Tendring</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Halstead</td>
</tr>
<tr>
<td>Kathie Clibbens</td>
<td>Unit 12 Atlantic Square, Station Road, Witham, CM8 2TL</td>
<td>01376 302643</td>
<td>07786 332237</td>
<td><a href="mailto:kathie.clibbens@midessexpct.nhs.uk">kathie.clibbens@midessexpct.nhs.uk</a></td>
<td>Braintree</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chelmsford</td>
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<td></td>
<td>Maldon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Witham</td>
</tr>
<tr>
<td>Vacant please contact</td>
<td>c/o Warrior House, 42-82 Southchurch Road, Southend on Sea, SS1 2LZ on</td>
<td>01702 577000</td>
<td></td>
<td><a href="mailto:Carol.white@swessexpct.nhs.uk">Carol.white@swessexpct.nhs.uk</a></td>
<td>Billericay</td>
</tr>
<tr>
<td>Carol White, Designated</td>
<td>01702 577000</td>
<td></td>
<td></td>
<td></td>
<td>Basildon</td>
</tr>
<tr>
<td>Nurse – Child Protection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Castle Point</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Rochford</td>
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<td></td>
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<td></td>
<td>Rayleigh</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wickford</td>
</tr>
<tr>
<td>Sue McClymont</td>
<td>2nd Floor Addison House, Hamstel Road, Harlow CM20 1EP</td>
<td>01279 694940</td>
<td>07900 264237</td>
<td><a href="mailto:sue.mcclymont@westessexpct.nhs.uk">sue.mcclymont@westessexpct.nhs.uk</a></td>
<td>Epping</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Forest</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Harlow</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Uttlesford</td>
</tr>
<tr>
<td>Amy Lee Named Nurse</td>
<td>Billericay Health Centre, Stock Road, Billericay, CM12 0BJ</td>
<td>01277 314574</td>
<td></td>
<td><a href="mailto:Amy.lee@swessexpct.nhs.uk">Amy.lee@swessexpct.nhs.uk</a></td>
<td>Brentwood</td>
</tr>
</tbody>
</table>
# Looked after children

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Landline</th>
<th>Mobile</th>
<th>E-mail</th>
<th>Area Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaye Picton</td>
<td>Independent Living Centre Catalyst House, 1 Newcomen Way, Colchester CO4 9QL</td>
<td>01206 518517</td>
<td>07717677423</td>
<td><a href="mailto:gaye.picton@neessexpct.nhs.uk">gaye.picton@neessexpct.nhs.uk</a></td>
<td>Colchester Tendring, Halstead</td>
</tr>
<tr>
<td>Helen Surrey</td>
<td>Great Oaks Clinic, Great Oaks Basildon, Essex SS14 1EH</td>
<td>01268 644137</td>
<td>07980 731905</td>
<td><a href="mailto:helen.surrey@swessexpct.nhs.uk">helen.surrey@swessexpct.nhs.uk</a></td>
<td>Brentwood Billericay Basildon Castle Point Rochford Rayleigh Wickford</td>
</tr>
<tr>
<td>Vacant (Contact Kathie Clibbens)</td>
<td>Unit 12, Atlantic Square, Witham.</td>
<td>01376 302643</td>
<td></td>
<td></td>
<td>Chelmsford Maldon Witham Braintree</td>
</tr>
<tr>
<td>Penny Woodgate</td>
<td>2nd Floor, Addison House, Hamstel Road, Harlow Essex CM20 1EP</td>
<td>01279 694942</td>
<td>07876 508598</td>
<td><a href="mailto:penny.woodgate@westessexpct.nhs.uk">penny.woodgate@westessexpct.nhs.uk</a></td>
<td>West Essex Uttlesford Harlow Epping</td>
</tr>
<tr>
<td>Mary Low</td>
<td>South Ockenden Health Clinic, Darenth Lane, South Ockenden RM15 5LP</td>
<td>01708 852205</td>
<td>07970 947447</td>
<td><a href="mailto:mary.low@swessexpct.nhs.uk">mary.low@swessexpct.nhs.uk</a></td>
<td>Thurrock</td>
</tr>
<tr>
<td>Joy Edwards</td>
<td>Southend PCT, Harcourt House, Harcourt Road, Southend</td>
<td>01702 226617</td>
<td>0781 3678285</td>
<td><a href="mailto:joy.edwards@seepct.nhs.uk">joy.edwards@seepct.nhs.uk</a></td>
<td>Southend</td>
</tr>
</tbody>
</table>
3. Essex Southend & Thurrock Connexions Partnership
Contacts

In the first instance please contact the Connexions Team Manager in the appropriate area.

<table>
<thead>
<tr>
<th>Connexions Centre details</th>
<th>Opening times</th>
<th>District Council Area</th>
<th>Referral form arrangements and alternative contact points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>South Essex</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basildon Centre, St Martins Square, <strong>Basildon</strong>, SS14 1EF Tel 01268 501300 Fax 01268 501400</td>
<td>Monday, Tuesday, Wednesday, Friday 9.30 am – 5.00 p.m. Thursday 9.30 – 1.00</td>
<td>Basildon District, (Castle Point and Rochford)</td>
<td>All written referrals for South</td>
</tr>
<tr>
<td>129 Furtherwick Road, <strong>Canvey Island</strong>, SS8 7AL Tel 01268 683067 Fax 01268 511809</td>
<td>Monday, Tuesday and Wednesday 9.30am-5pm</td>
<td>Castle Point District</td>
<td>For all written referrals and outside of opening hours, please contact Basildon Centre</td>
</tr>
<tr>
<td>Burley House, 15-17 High Street, <strong>Raleigh</strong>, SS6 7EW Tel 01268 749600 Fax 01268 749610</td>
<td>Monday, Tuesday, Wednesday, 9.30 am 5pm 9.30am-1pm Thursday</td>
<td>Rochford District</td>
<td>For all written referrals for and outside of opening hours, please contact Basildon Centre</td>
</tr>
<tr>
<td><strong>Central Essex</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chelmsford Connexions Centre 193-196 Moulsham Street, Chelmsford CM2 0LG Tel 01245 706806 Fax 01245 706905</td>
<td>Monday, Tuesday, Wednesday, Friday 9.30 am – 5.00 p.m. Thursday 9.30 – 1.00</td>
<td>Chelmsford District (Braintree District, Maldon)</td>
<td>All written referrals for Central Essex.</td>
</tr>
<tr>
<td><strong>Maldon</strong> Library, Carmelite House Whitehorse Lane Maldon CM9 7FW Tel 01621 853552</td>
<td>Thursday 9.30am-1pm</td>
<td>Maldon District</td>
<td>For all written referrals and outside of opening hours, please contact Chelmsford Centre</td>
</tr>
<tr>
<td>Braintree Connexions Centre 90 High Street, Braintree CM7 1JP Tel 01376 557400 Fax 01376 557410</td>
<td>Monday, Tuesday, Wednesday and Friday 9.30am-5pm Thursday 9.30am-1pm</td>
<td>Braintree District</td>
<td>For all written referrals and outside of opening hours, please contact Chelmsford Centre</td>
</tr>
<tr>
<td><strong>Witham Library</strong></td>
<td><strong>East Area</strong></td>
<td><strong>West Area</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>---------------</td>
<td></td>
</tr>
</tbody>
</table>
| Newland Street, Witham CM8 2AQ  
Tel 01376 520776 | **Colchester** Connexions Centre  
Manor House, 50 Manor Road, Colchester, CO3 3LX  
Tel 01206 717100  
Fax 01206 717199  
**Monday, Tuesday, Wednesday, Friday 9.30 am – 5.00 p.m.  
Thursday 9.30 – 1.00** | **Harlow** Connexions Centre  
Harlow Library (1st floor)  
The High Harlow CM20 1H  
Tel 01279 625300  
Fax 01279 625310  
**Monday, Tuesday and Friday 9.30am-5pm  
Wednesday 10am-5pm  
Thursday 9.30am-1pm** |
| **Braintree District** | **Colchester District** (Tendring District and Maldon) | **Harlow District** (Epping Forrest, Brentwood and Uttlesford Districts)  
**All written referrals for Harlow & Uttlesford Districts** |
| **For all written referrals and outside of opening hours, please contact Braintree Centre** | **For all written referrals and outside of opening hours, please contact Colchester Centre** | **All written referrals for Epping Forest District**  
Outside of opening hours please contact Harlow |

| **Clacton** Connexions Centre  
61 Station Road, Clacton-on-Sea, CO15 1SD  
Tel 01255 254300  
Fax 01245 254310  
**Monday, Tuesday, Wednesday, Friday 9.30 am – 5.00 p.m.  
Thursday 9.30 – 1.00** | **Tendring District** | **Loughton** Central Library  
Traps Hill, IG10 1HD  
Loughton  
Tel 020 8532 5120  
Fax 020 8502 1002  
**Monday, Tuesday, Wednesday, Friday 9.30 am – 5.00 p.m.  
Thursday 9.30 – 1.00** |
| **For all written referrals and outside of opening hours, please contact Colchester Centre** | | **Epping Forest District**  
**All written referrals for Epping Forest District**  
Outside of opening hours please contact Harlow |

| **Harwich** Jobcentre  
164-168 High Street, Dovercourt  
Harwich, CO12 3AT  
Tel 01255 206716 | **Tendring District** | **Brentwood** Connexions Centre  
98 High Street, Brentwood  
Tel 01277 693300  
Fax 01277 693310  
**Monday, Tuesday, Wednesday and Friday 9.30am-5pm  
Thursday 9.30am-1pm** |
| **For all written referrals and outside of opening hours, please contact Colchester Centre** | | **Brentwood District**  
**All written referrals for Brentwood District**  
Outside of opening hours please contact Harlow |
4. Essex Police contact details

All enquiries or referrals should be addressed to the Duty Inspector

**Basildon Division**
**Divisional Headquarters - Basildon Station**
Great Oaks, Basildon, SS14 1EJ
01268 532212
External Fax: 01268 284648
Internal Fax: 40200

**Braintree Division**
**Divisional Headquarters**
**Braintree Station**
Blyths Meadow, Braintree, CM7 3DJ
01376 551312
External Fax: 01376 551412

**Chelmsford Division**
**Divisional Headquarters - Chelmsford Station**
New Street, Chelmsford, CM1 1NF
01245 491212
External Fax: 01245 287770

**Colchester Division**
**Divisional Headquarters - Colchester Station**
10 Southway, Colchester, CO3 3BU
01206 762212
External Fax: 01206 761929

**Harlow Division**
**Divisional Headquarters - Harlow Station**
The High, Harlow, CM20 1HG
01279 641212
External Fax: 01279 454177
Rayleigh Division
Divisional Headquarters - Rayleigh Station
119 High Street, Rayleigh, SS6 7QB
01268 775533
External Fax: 01268 774553

Southend Division
Divisional Headquarters - Southend Station
Victoria Avenue, Southend On Sea, SS2 6ES
01702 431212
External Fax: 01702 333567

Tendring Division
Divisional Headquarters - Clacton Station
8 Beatrice Road, Clacton, CO15 1ET
01255 221312
External Fax: 01255 221024

Thurrock Division
Divisional Headquarters - Grays Station
Brooke Road, Grays, RM17 5BX
01375 391212
External Fax: 01375 392037
5. **Education Welfare managers**

**Contact details**

Leraine Swan - Central and West areas  
County Hall  
01245 436741

Julie Weddell - East and South areas  
County Hall  
01245 436741