



**Enfield Safeguarding Children Partnership Arrangements**

**Missing from Home, Care,  
Education and/or Health protocol**

<b>Editor</b>	<b>Florah Shiringo Head of Early Help and Protection</b>	<b>Classification</b>	<b>OFFICIAL- PUBLIC</b>	<b>Date of First Issue</b>	June 2020
<b>Owner(s)</b>	<b>Anne Stoker Director Children and Family Services</b>	<b>Issue Status</b>	Final	<b>Date of Latest Re- Issue</b>	June 2020
<b>Version</b>	<b>3.0</b>	<b>Page</b>		<b>Date of Next Review</b>	

## **CONTENTS**

1.	Introduction and Legislative Framework	3
1.1	Purpose of this protocol	3
1.2	Scope of the protocol	3
2	Principles	3
3	Operating Procedures	4
3.1	Children who go missing from home (parental address)	4
3.2	Children who go missing from Care	6
3.3	Children who go missing from Care – Operating Protocol	7
3.4	Children who go missing from Education - Principles	10
3.5	Children who go missing from Education - Operating Protocol	11
3.6	Children who go missing from Health - Operating Protocol	13

## **APPENDICES**

Appendix A:	Quick Reference Guide - Missing from home
Appendix B:	Quick Reference Guide - Missing from Care
Appendix C:	Quick Reference Guide – Missing from Education
Appendix D:	Quick Reference Guide – Missing from Health

## INTRODUCTION AND LEGISLATIVE FRAMEWORK

### 1.1. Purpose of this protocol

The purpose of this protocol is to assist practitioners across all agencies to develop a robust response to children and young people who are missing. This will include preventing the child suffering harm and if necessary, recovering them to a place of safety as soon as possible. **It is expected that all agencies working with children who are missing from home, care, education or health will implement this protocol and ensure their staff are aware of it.** The protocol is designed to ensure accurate data recording and information sharing which supports local working arrangements between the relevant agencies involved in developing this including:

- Children and Family Services
- Education
- Metropolitan Police
- Health agencies
- Public Health

### 1.2. Scope of the protocol

This protocol covers children and young people under the age of 18

- Children who are missing from home.
- Children who are missing from care (including residential care homes).
- Children who are missing from education.
- Children who are missing from health (Enfield health agencies).

**The guidance in this document should not be read in isolation.** Additional guidance as outlined in Section 1 should be followed alongside this document and is particularly significant when working with missing children who are at risk of:

- Child Exploitation (sexual and criminal)
- Modern Slavery
- Domestic Abuse
- Self-Harm
- Involvement in gangs, criminal activity or drugs
- Children with disabilities

Other Enfield Safeguarding Children Partnership Arrangements protocols and guidance found on the website <https://new.enfield.gov.uk/enfieldscb/protocolsandprocedures/>

## 2. PRINCIPLES

- 2.1. This protocol has been agreed between Enfield Children and Family Services, Education, Police and Health agencies.

2.2. It will operate under the following principles:

- Every missing episode is worrying and potentially serious.
- The aim is to reduce the incidence of all children and young people going missing.
- When a child or young person goes missing our joint aim is to prevent them suffering harm and to recover them to safety as soon as possible.
- We do this by partnership working, information sharing, problem solving, and performance management.
- A child or young person's concerns will be taken seriously.
- Interventions are important in attempting to address repeat missing episodes and must be informed by effective return home interviews that identify push and pull factors.
- Interventions may be focused at the individual child or young person, their parents, the care establishment or by targeting 'pull' factors in the community.

### 2.3 Definitions

Missing: anyone 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; and

Absent: a person not at a place where they are expected or required to be.

The police classification of a person as 'missing' or 'absent' will be based on on-going risk assessment. Note that 'absent' within this definition would not include those defined as "away from placement without authorisation" below: a child whose whereabouts are known would not be treated as either 'missing' or 'absent' under the police definitions.

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.

Away from placement without authorisation: looked after child whose whereabouts is known but who is not at their placement or the place they are expected to be and the carer has concerns or the incident has been notified to the local authority or the police

## 3. OPERATING PROCEDURES

### 3.1. Children who go missing from Home

*(See Appendix A for Quick Reference Flowchart)*

3.1.1. Parents (and carers) are expected to undertake the basic measures to try and locate their child or young person if considered safe to do so:

- Search bedroom / house / outbuildings / vehicles
- Contact known friends and relatives where child/ young person may be
- Visit locations that the child is known to frequent, if it is safe to do so.

- 3.1.2. Parents and anyone who has care of a child or young person without parental responsibility should take all reasonable steps to locate the child or young person and ascertain their safety. It would be considered a reasonable step for parents to inform the police that their child or young person is missing. Parents or carers are expected / advised to contact the Police when young person has gone missing.
- 3.1.3. Anyone who has care of a child or young person without parental knowledge or agreement should do what is reasonable to safeguard and promote the child's or young person's welfare by reporting this to the police, Enfield Children and Family Services (via the MASH) and the parents of the child/young person of their whereabouts and safety. If this is not complied with, the Police could consider advice or warning under the Child Abduction Act, if appropriate.
- 3.1.4. Once a child or young person is reported missing, the Police complete a Missing Person's report which will be sent to MASH and entered onto the system as a 'Missing episode'. This creates a Missing Flag.
- 3.1.5. If a child/young person who is not open to Children's Social Care, goes missing on **three** occasions within any six-month period, a referral will be sent from the MASH to Children's Social Care and an assessment will be undertaken. However, if a high level of risk and/or vulnerability is identified a referral should be made at an earlier stage.
- 3.1.6. If a child/young person who is not open to Children's Social Care is missing for **five** days a referral will be sent from the MASH to Children's Social Care and an Assessment will be undertaken. However, if a high level of risk and/or vulnerability is identified a referral should be made at an earlier stage.
- 3.1.7. When it comes to the attention of Children's Social Care that a **known** child is missing, if the young person is subject to a Child Protection plan or Child in Need plan a **Need To Know** form must be completed if the child or young person is missing for 72 hours and for looked after children a Need to Know must be completed if a child or young person is missing for at least 24 hours.
- 3.1.8. Where a child is living at home and is the subject of a child protection plan, or, are the subject of a s47 enquiry, additional action is required. This includes ensuring that a strategy meeting is arranged as soon as practicable and in any event within 7 days. If the child has returned prior to the date of the strategy meeting, it is not a requirement for the meeting to go ahead. Representatives from both the Police Missing Persons Unit and Child Abuse Investigation Team should attend the strategy meeting, as well as other practitioners involved with the child.
- 3.1.9. A risk assessment should be completed and action by the police will include:
- An active and measured response by police and other agencies in order to trace the missing child and support the person reporting;
  - A proactive investigation and search in accordance with the circumstances to locate the missing child as soon as possible;
  - Family support should be put in place;
  - The UK Missing Persons Bureau should be notified;
  - CEOP and children's social care services should be notified.
- 3.1.10. When a young person returns home, the Police will visit to conduct a **Safe and Well interview** and complete a merlin report (PAC) which will be sent to the MASH.

- 3.1.11. When a young person returns home, an Independent Return Interview must be completed. Contact should be made with the child or young person within 72 hours of them being located or returning from absence, to arrange an independent return review interview in a neutral place where they feel safe. This will be completed by the Missing Persons Debriefing Officer who is based in the MASH team. The interview should try to address reasons for the missing episode, look at options to prevent repeat instances of a young person running away and provide information about keeping safe if young person chooses to run away again (e.g. helpline numbers)
- 3.1.12. The Safe and Well and Return Home Interviews should be recorded on case files and should inform care planning for young people and wider strategic planning.
- 3.1.13. Interviews conducted by police and the Missing Persons Debriefing Officer will be shared with each other, to ensure more effective and robust information sharing and planning.
- 3.1.14. If at any point child exploitation is suspected, the Child Exploitation 'SAFEGUARD' Screening Tool should be completed, and a referral will be made to the Police via an 87A form. (This will trigger a referral to MACE)
- 3.1.15. Missing episodes and related information will be discussed at the Child Protection conferences, core group meetings and CIN review meetings and appropriate amendments to the child's plan will be made. For those children going through a child and family assessment, the information about their missing will be incorporated throughout the assessment.
- 3.2. **Children who go missing from Care**
  - 3.2.1. A risk assessment is completed every time a referral for a placement is made. It includes information about the risk of absconding and other risks to self and others. Risk assessment information will be shared with the police if this is relevant to their work
  - 3.2.2. In an emergency placement the placement plan may not have been completed so it will be the risk assessment which informs the network until the placement plan is completed. The placement plan must consider any risks and set out how these will be addressed and minimised.
  - 3.2.3. Information will be shared with the police where appropriate to safeguard the child.
  - 3.2.4. A recent photograph bearing a good likeness to the child or young person should be kept on record by Enfield Children and Family Services. When a child or young person is admitted to care, the consent of a person with parental responsibility will be sought for a photograph to be used in any subsequent missing person investigation. If possible, the agreement of the child or young person should also be gained

### **Planning before any incident**

- 3.2.5. Enfield Children and Family Services and carers should adopt a consistent approach to the planning and assessment of "looked after children"

- 3.2.6. Where there is a likelihood that a child or young person in care may go missing from their established placement, their placement plan, completed by their social worker should include an assessment of that likelihood and the **risks** they may face as a consequence.
- 3.2.7. Children's homes, key workers and fostering service staff should contribute to this assessment and review it after every incident of the child or young person going missing. All information should be included in the placement plan. This assessment should include information on the following:
- the likelihood of the child or young person going missing
  - the child or young person's view
  - the level of supervision / support that care staff propose to provide for the child or young person
  - the views of parents / carers on their child's needs and the action that needs to be taken if the child or young person is absent
  - the risk of harm to the child or young person and his/ her vulnerability if he/ she is absent
  - Consideration of any external influences that may result in a child or young person's removal without consent.
  - The likelihood of the child or young person being harboured.
- 3.2.8. The child or young person should have this protocol explained to him/ her and the potential dangers that they may encounter so that s/he understands the implication of being absent without authority, running away and / or going missing.
- 3.2.9. The child/young person's Independent Reviewing Officer (IRO) is required to monitor the effectiveness of the looked after child or young person's Care Plan and therefore must be made aware that a child has gone, or may, go missing. The child or young person's IRO must be informed if a child or young person goes missing, what steps have been taken to find them, and when found the circumstances of this. If necessary, it may be appropriate for the IRO to bring forward the Looked After Child Review.
- 3.2.10. As a preventive strategy, consideration should be given to appointing an Independent Visitor for the child or young person. This should not be the sole consideration in appointing an Independent Visitor but if one is appointed then their role could include befriending the child or young person, which may help to prevent them going missing. If the child or young person does go missing the Independent Visitor might be an appropriate person, as an alternative to the usual arrangements, to undertake the Return Interview

### **3.3. Children who go missing from Care – Operating Protocol**

*(See Appendix C for Quick Reference Flowchart)*

- 3.3.1. Whenever the whereabouts of a looked after child is not known, the foster carer or the manager on duty in the children's home is responsible for carrying out preliminary checks to see if the child can be located. If the initial checks do not succeed in locating the child or there are still concerns that, despite contact being made with the child they are at risk, a child / young

person should be reported missing within a reasonable timescale based on an assessment of the risks relating to the individual child.

- 3.3.2. The individuals and agencies who should be contacted when a child is missing, or they are away from placement without authorisation:
- The local police;
  - The authority responsible for the child's placement – if they have not already been notified prior to the police being informed; and
  - The parents and any other person with parental responsibility, unless it is not reasonably practicable or to do so, or would be inconsistent with the child's welfare;
  - The Independent Reviewing Officer (IRO).
- 3.3.3. The residential or semi-independent unit or foster carer will contact the police and Emergency Duty Team (EDT) if a young Person goes missing. Residential or semi-independent units should use the police welfare check online forms, which have been implemented as of October 2018. Foster carers will continue to contact the police via 999 or 101. Foster carers will be given guidance from the out of hours Fostering Duty Team if required.
- 3.3.4. If there are concerns regarding vulnerability the EDT will liaise with the police. They will consider if there are child protection concerns and/or if there are child exploitation or mental health issues and will act accordingly in conjunction with the police.
- 3.3.5. The Police complete a Missing Person's report which is sent securely to MASH and entered onto the system as a 'Missing episode'. This creates a Missing Flag.
- 3.3.6. A **Need to Know** document will be completed if a young person is missing for at least 24 hours.
- 3.3.7. Throughout the investigation, Enfield Children and Family Services and Enfield Police will continually review the case. After the child or young person has been missing for **3** days Enfield Children and Family Services, in consultation with the Police, will convene a Section 47 multi-agency Strategy Meeting. This will involve Police Officers, carers, the child or young person's social worker, health and education representatives and any other care professional involved in the care of the child or young person.

The meeting will review:

- What action has been taken so far by the Police and care professionals;
  - What action needs to be taken by the Police and care professionals;
  - Decide whether the child or young person should return to that placement when located;
  - Consider any other relevant information.
  - Any publicity will be led by the Police and will be agreed at the strategy meeting.
  - Recovery Orders may be used.
- 3.3.8. During the investigation to find the missing child or young person, regular liaison and communication should take place between the police, the responsible local authority children's services and the host authority (if an out of area placement) and any other agencies involved.

- 3.3.9. If the young person is missing, the case will be discussed at the next Placement Panel and at every subsequent Placement Panel until the child is found to consider further action such as a Legal Planning Meeting (LPM) or legal action if child's whereabouts is known. This is usually ongoing on a 2-weekly timescale.
- 3.3.10. If the whereabouts are known or suspected, it is the responsibility of Enfield Children and Family Services to arrange for the child or young person's return. However, there will be circumstances when, in the interests of the safe and speedy return of the child or young person, the Police may assist.
- 3.3.11. Sometimes a looked after child may be away from their placement without authorisation. While they are not missing, they may still be placing themselves at risk (e.g. they may be at the house of friends where there are concerns about risks of sexual exploitation). The carer or social worker should take reasonable steps to ascertain the wellbeing of the child including, when appropriate, visiting the location. However, if there is a concern the child may be at significant risk of harm to themselves or to others then police should also be notified in order that appropriate safeguarding measures can be taken. This should not be confused with reporting a child missing.
- 3.3.12. It is the responsibility of the carer to contact the Police by telephone and to confirm that the missing child or young person has returned to the home. The Police will accept confirmation from care professionals without the need for an officer to attend the home, and the Missing Report will be closed. Police will visit the young person as soon as reasonably practicable thereafter to conduct a Safe and Well Check. This will lead to the Police closing the Missing Person investigation. The young person's reasons for going missing will be discussed and the Police will contact the Social Worker. The named Social Worker is the lead professional.
- 3.3.13. If it is apparent, upon the return of a child or young person, that they have been the victim of a crime whilst absent, or that they may be in danger or at risk from any person arising out of circumstances that have occurred whilst they were absent, then the Police must be notified immediately if they are not already aware. If there are concerns about trafficking, consideration should be made for a referral to the National Referral Mechanism (NRM). This is vital for the protection of the child or young person and for the speedy recovery of evidence.
- 3.3.14. In such circumstances, the missing person's clothing (including underwear), mobile phone and trace evidence from their body, fingernails or hair may be crucial. In cases of sexual abuse, the child or young person should be discouraged from washing and immediate advice sought from the Police. If carers become aware of the location of the scene of any crime committed against the child, or of the location of any crucial evidence (i.e. a used condom) they must notify the Police without delay. This will enable the police to take steps to secure and preserve evidence.
- 3.3.15. Social Workers should consider a referral to the Missing Persons' Debriefing Officer to conduct an Independent Return Interview in all cases. The visit must be made within 72 hours of the young person returning home. In exceptional circumstances, notably when the placement is a long way from Enfield, this may not be adhered to, in which case there must be a note on the case file and the relevant Enfield manager with case responsibility notified as soon as possible.
- 3.3.16. While an independent debriefing interview should always be offered, in some circumstances, it will be more appropriate for this interview to be completed by someone who is familiar to the child and with whom they are assessed to have a trusting relationship. The priority is to encourage the child to speak frankly about why they had gone missing so that protective actions can be put into place to prevent this happening again. An independent return interview

should **not** be carried out by a parent/carer, social worker or a member of staff from the residential or semi-independent unit unless the young person wishes this to be the case.

3.3.17. Children and Family Services and the police will share independent debriefing and Safe and Well interviews. This will assist in gathering information about missing patterns, push and pull factors and assist in locating the child quickly and safely should a child be reported missing again.

3.3.18. For both in and out of borough placements the allocated social worker is to visit as soon as possible after the child returns home. The social worker should refer to the debrief information in order to inform them in respect of the focus for the discussion. If the child has regular missing episodes, the manager and social worker will discuss the plans for debriefing interviews and the decision reached will be recorded on the case file.

3.3.19. If there are regular missing reports, there will be further discussion with managers and a formal risk assessment will be undertaken to consider how best to support the young person. The risk assessment to be recorded on the child's file by the manager.

3.3.20. If at any point child exploitation is suspected, then a referral will be made to the Police via an 87A form. (This will trigger a referral to the Multi-Agency Child Exploitation Meeting (MACE))

3.3.21. If required, statutory visits and Looked After Reviews will be brought forward.

3.3.22. Missing episodes and related information will be discussed at the LAC review and appropriate amendment to the Care Plan will be made.

### **3.4 Children who go missing from Education - Principles**

3.4.1 Certain groups of vulnerable children are more likely than others to go missing from education:

- Young people who have committed offences
- Children living in women's refuges
- Children of homeless families, perhaps living in temporary accommodation
- Young runaways
- Children with long-term medical or emotional problems
- Looked After children
- Children with a traveller background
- Young carers
- Children with transient families
- Teenage mothers
- Children who are permanently excluded from school
- Migrant children, whether in families seeking asylum or economic migrants
- Trafficked children

3.4.2 Enfield Council has a Children Missing from Education (CME) Officer and a system of recording and notification in relation to children who are known to be missing education.

3.4.3 Local authorities are required to track, locate and ensure access to education for children who:

- have never accessed education (have neither enrolled at a school, nor received education otherwise than at school since reaching statutory school age);
- leave educational provision without a confirmed education destination, and/or fail to access a school place when moving to a new area;
- fail to transfer between a new key stage (for instance the Early Years Foundation Stage to Year 1, Year 2 to Year 3 or Year 6 to Year 7);
- are registered as Electively Home Educated (in accordance to the Elective Home Education Protocol) but are now missing from the last known address or are deemed not to be in receipt of an education suited to their age, aptitude and ability by the Local Authority
- belong to a mobile or transient population.
- All children identified as Children Missing from Education need to be monitored and tracked until the local authority can show that they have:
  - been allocated a place at a school, or suitable alternative education provision;
  - reached a destination in another authority and that the new local authority is aware and investigating.
  - all reasonable checks have been satisfactorily conducted

### **3.5 Children who go missing from Education – Operating Protocol**

*(See Appendix B for Quick Reference Flowchart)*

3.5.1 Where a child resident in Enfield is believed to be missing from education, any council department, partner agency, or individuals in contact with the child, are expected to make a referral, to the Children Missing Education Coordinator

These may include:

- School Attendance Service,
- Truancy Patrols, Police,
- Health service,
- Housing and Benefits Services,
- Police,
- voluntary and community groups,
- Youth Service,
- parents and members of the public,
- other Local Authorities,
- other education providers.

3.5.2 When a child does not take up the allocated place at a school i.e. reception intake, Y6 to Y7 transition, or casual admission, the school will make all reasonable attempts to contact the family before referring the matter to the Education Welfare Officer, who may subsequently refer to the Children Missing Education Coordinator.

3.5.3 Children Leaving Enfield

Generally, children leaving the borough have a known educational destination. Schools use the School to School (S2S) system to exchange information between local authority areas. In these cases, no action is taken by the local authority.

- 3.5.4 It is the duty of the Head Teacher, school staff and school governing body to identify and refer any child leaving with no confirmed forwarding address, destination or educational provision, or children who fail to attend school after an unauthorised leave of absence, the school/education provider
- 3.5.5 The school should make initial enquiries by telephoning the family, or any other designated emergency contact number available. Where phone numbers are not available, a letter should go to the family's last known address requesting contact and confirmation of the child's whereabouts.

If these checks fail, referral should be made to the Education Welfare Service (EWS) who will:

- advise the school how to proceed on removing a child from the roll
  - refer the case to the Children Missing Education Co-ordinator if the child remains missing from education
- 3.5.6 If the child has a potential (or probable) education destination, this information will be recorded on the Children Missing Education database. The Children Missing Education Coordinator can then monitor the safe arrival in the named destination.
- 3.5.7 If there is an existing Social Care referral for the child, or siblings, then the lead professional, or Team, must be contacted. If the child, or siblings, has a Child Protection Plan, or is a Child in Need, the allocated social worker must be contacted immediately.
- 3.5.8 When the family is not known at the last address given

If enquiries provide no new information, or the pupil cannot be confirmed on roll at a school (or alternative education provision), or the pupil is not in receipt of suitable education otherwise than at school, the attendance officer may advise the school that it may remove the child from the school roll after no fewer than 20 days unauthorised absence, following all reasonable enquiries to locate him or her, however the following exceptions apply:

- children who are looked after. These children should be referred to the Virtual School Head Teacher;
- children who have an Education, Health, Care Plan (EHCP). These children should be referred to the Special Educational Needs Team (SEN).

In all other cases the discharging school will be advised by the Education Welfare Officer to:

- clearly record all actions taken, and efforts to trace the child before referring the case to the Children Missing Education Co-ordinator;
- pass all information to the Children Missing Education coordinator

3.5.9 The Children Missing Education coordinator will:

- record and maintain the child's details on the Missing Child section of the database
- undertake all relevant agency and systems checks
- maintain accurate records of interventions
- make a referral to the MASH

#### 3.5.10 When enquiries confirm the pupil is on roll at a new school out of borough

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (Appendix 1) prescribe the grounds on which the name of a pupil of compulsory school age can be deleted from the admission register. When a pupil is deleted from the admission register the school must clearly indicate the date and the reason for removal from roll and notify the Local Authority.

In accordance schools are required to update their management information system (MIS) as soon as the child is removed from roll. An electronic Common Transfer File (CTF) of the pupil's school records should be generated and sent to the new school via the School to School (S2S) secure transfer site.

#### 3.5.11 Children who move abroad

If a Child in Need, or one subject to a Child Protection Plan leaves the UK, the allocated social worker will be responsible for contacting their counterpart and/or the police authority in the relevant countries.

#### 3.5.12 If significant concerns persist, and the whereabouts of a child remains unknown; a referral must be made immediately to Social Care to avoid any risk of significant harm.

#### 3.5.13 Procedures where a child missing from education is not found

If after a 6-month period of investigations there continues to be no trace of a family in Enfield, names are added to list of cases for closure. Agreement for closure is sought from our partner agencies; Police, Health, MASH. All partners complete individual agency checks on the circulated list of CME cases, informing any relevant information or giving their approval for closure. Final approval will be given by the Director for Education.

#### 3.5.14 The electronic records will be maintained on the DfE School to School National Pupil Database (Lost Pupils' Database).

### **3.6 Children who go missing from Health - Operating Protocol**

(See Appendix D for Quick Reference Flowchart)

#### 3.6.1 Where a child known to Enfield health is no longer known at the address held by health agencies and no forwarding address is available to enable a transfer of child health provision (such as School Nursing/Health Visiting Service) all practical efforts will be taken in order to locate the child(ren).

#### 3.6.2 This will include discussions with the GP, Midwifery services (where appropriate), Housing, School Nursing services, Child Health Departments, Children's Centres, Allied Health professionals, Mental Health Services and Social Care.

#### 3.6.3 If the family remain missing from the known address, the practitioner will complete a **Missing from Known Address (MKA)** form and this will be sent to the registered GP practice. An alert will then be placed on the GP records accordingly. If the child is not registered with a GP, the alert should be added to the parent's records.

#### 3.6.4 If a child has recently been transferred to Enfield but has had no contact with Enfield Health services, the practitioner must inform the **Named Nurse** in the originating borough for consideration of a referral to their local social care team.

- 3.6.5 A discussion should take place with the Children's Safeguarding Team (Enfield Community Services, BEH-MHT), who will support in tracing the family - liaising with the Missing Children Risk Management Group and performing NHS National Spine checks for an update of information, to facilitate locating the family in a timely manner.
- 3.6.6 Where there is concern for the welfare of the child or there are direct safeguarding concerns for the child(ren) in the family, a referral will be made to MASH and a police welfare check will be considered by the MASH team. This will be done in consultation with the health representative in MASH and the Children's Safeguarding Team (ECS).

## Appendices

### **Appendix A: Quick Reference Guide – Missing from Home**

Parents identify time by which the child should be in the address.  
Parents expected to make enquiries to locate the missing person with relatives / friends.  
This should include searches of the residence and local area.



Parents should then telephone police with details of the missing person:  
Details Required: child's name / date of birth / where, when and who missing with / what the child was last wearing / description of the young person / recent photo / medical history / time and location where last seen.  
All efforts to locate the child / young person must be recorded and auditable



Enfield Police officers will visit parental address and complete a risk assessment which will form the basis for completing actions to locate the child. Enquiries will be ongoing.



Sharing of information between the Police, Parents and other agencies as appropriate.



Missing child is located or returns to home address  
When a missing child is located by family or friends etc, it is their responsibility to return the child to the home address. Where a risk is present, a police officer may accompany the family or the police may be requested to collect and return the child to the place of residence. Parents must inform the police when a child returns of their own accord.



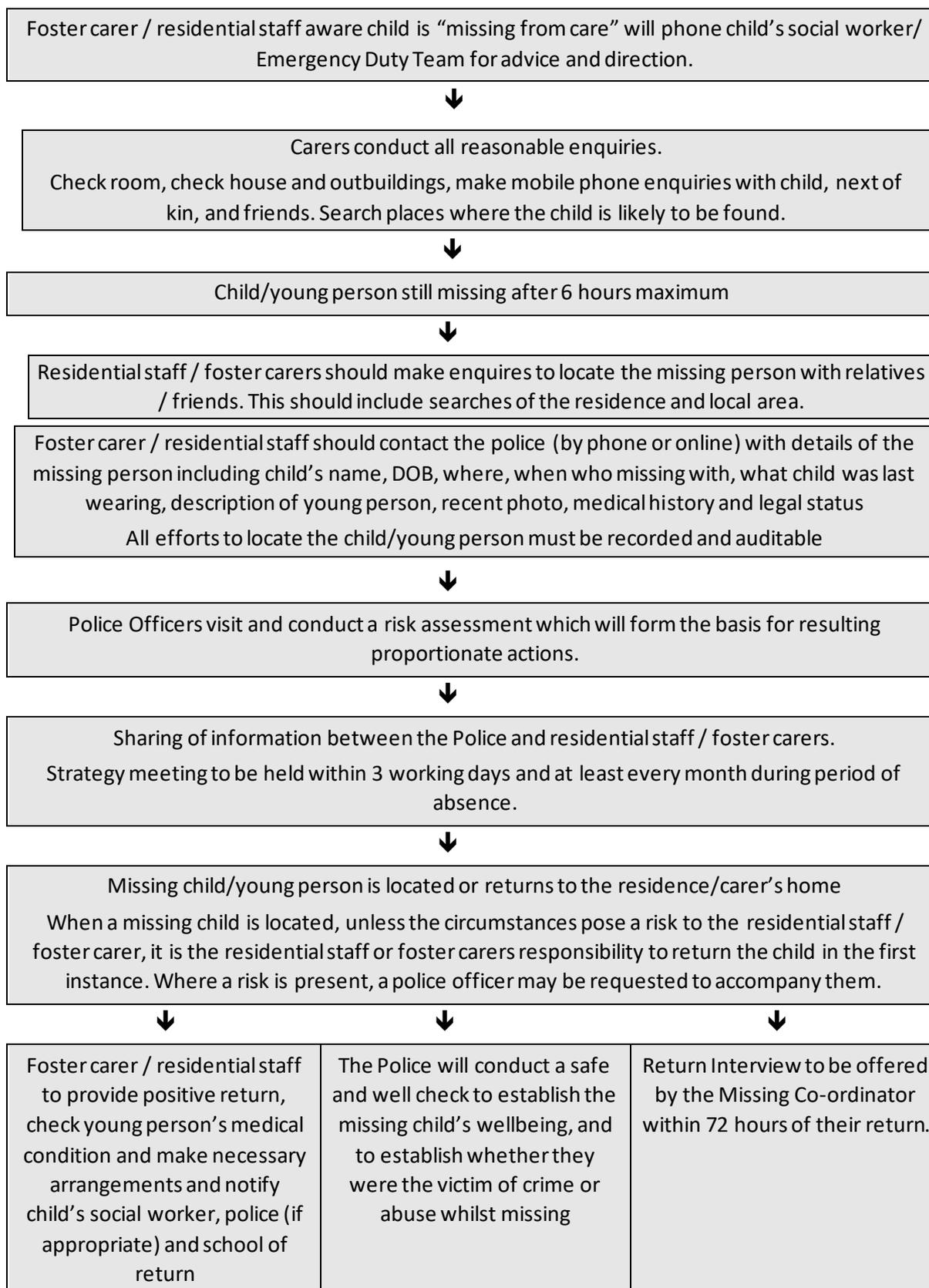
The Police will conduct a Safe and Well check to establish the missing child/young person's well being and safety and to establish whether they were the victim of crime or abuse whilst missing.  
Police will complete a MERLIN and refer to Enfield MASH



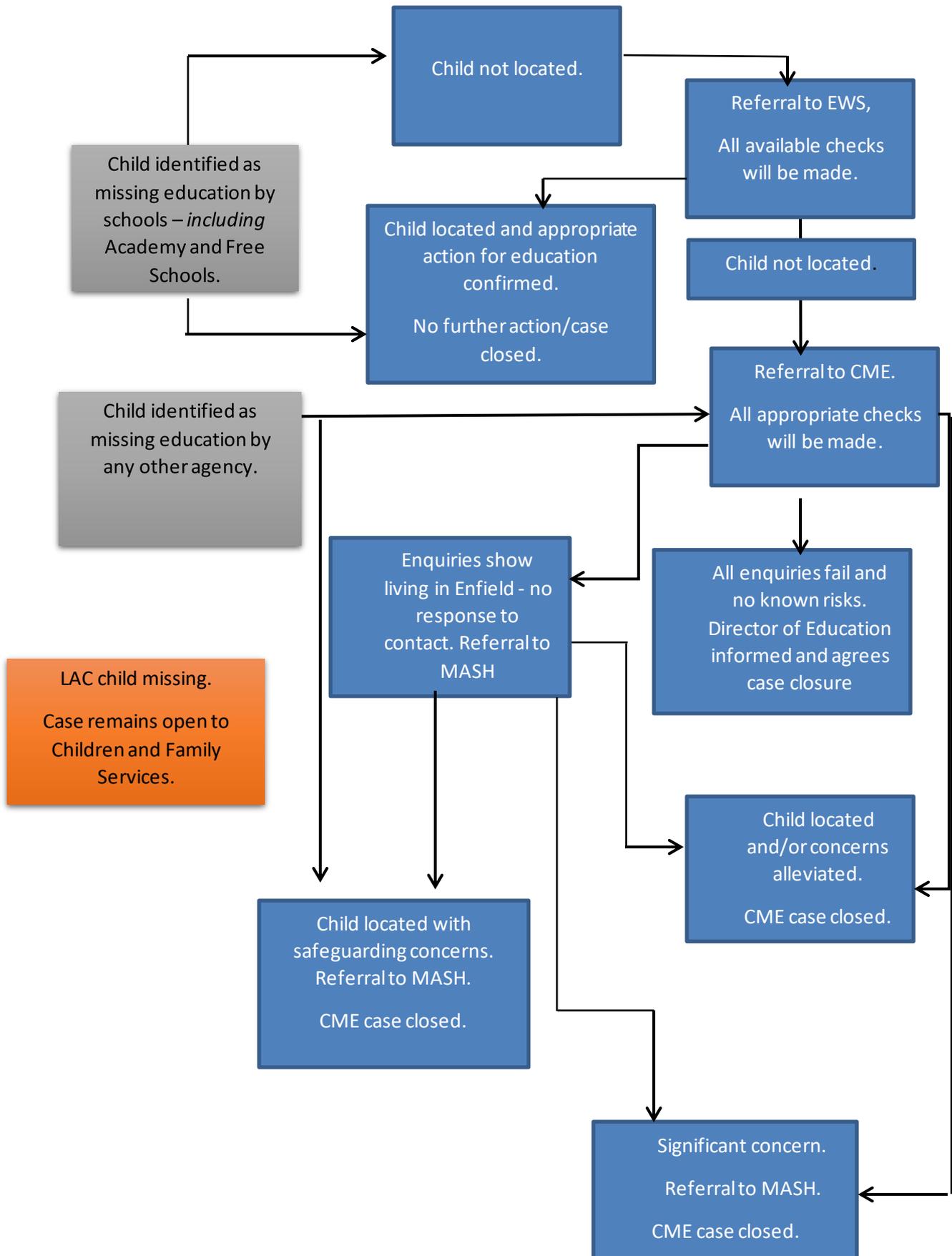
In the event that a child/young person who is not open to Children and Family Services goes missing on **three** occasions a referral will be sent from the MASH to the Assessment Team and an Assessment will be undertaken.

In the event that a child/young person who is not open to Children and Family Services and is missing from more than 5 days, a referral will be sent from the MASH to the Assessment Team and an Assessment will be undertaken.

## Appendix B: Quick Reference Guide – Missing from Care



**Appendix C: Quick Reference Guide – Missing from Education**



## Appendix D: Quick Reference Guide – Missing from Health

Practitioner identifies missing child through at least two unsuccessful visits to the family

Are there safeguarding concerns for the child(ren)?

YES

NO

All steps of the flow chart are applicable to children of all ages.

However, if the child is under 28 days, contact the community midwives to establish if contact has been made with the family, or if family address has changed.

Contact the GP to establish if child has been seen and if details are current and up to date.

If child is known to Children and Family Services, contact Social Worker to establish if child has been seen recently, and for update on family's current address – To share information regarding no access visits.

Contact relevant services if involved with the family for further information-

- Birth registrar ( if child under 3 months )- **020 8379 1000**
- Housing
- School Nursing Service (if applicable)
- Child Health Department
- Children's Centres
- Allied Health professionals, such as OT, SALT & Dieticians
- Mental health Service

Complete DATIX

Contact the Child Protection Safeguarding Team on **0208 702 5600** to inform of missing child.

All steps of the flow chart are applicable to children of all ages.

However, if the child is under 28 days, contact the community midwives / discharging hospital to establish if contact has been made with the family, or if family address has changed.

Contact the GP to establish if child has been seen and if details are current and up to date.

Contact relevant services if involved with the family for further information -

- Birth registrar( if child under 3 months) **020 8379 1000**
- Housing
- School Nursing Service ( if applicable)
- Child Health Department
- Children's Centres
- Allied Health professionals, such as OT, SALT & Dieticians
- Mental health Services or any relevant service who are working with the family.

If family have moved to an unknown address, information to be passed to clerks and address unknown to be updated on Rio if no further information available.

GP to be informed of inability to contact family and alert to be registered with GP via letter template

Ensure that all attempted contacts with the family and professionals are documented on Rio accurately and an alert is put on the child and mother's records.