



Wood View Policy And Practice Guidance

Date 27.02.2014

Title: Missing Children

Purpose: *To establish a plan to prevent young people from going missing, and to outline staff's responsibilities and appropriate courses of action in a situation where a young person is missing. Due to the nature of our service and the complex and varied needs of our young people, the importance of this policy and staff's understanding of it is paramount.*

- 1) Each young person who accesses the service to have a relevant, detailed and up to date care plan. This care plan will:
 - i. *Assess the likelihood of the young person going missing.*
 - ii. *Assess the danger of a young person going missing.*
 - iii. *Assess a young person's understanding of said danger.*
 - iv. *Identify measures to prevent a young person going missing and highlight how much support and supervision they require when going out into the community.*
 - v. *Include an individual missing persons protocol to guide staff in managing the situation.*

2) Should a child be missing from the care home, staff should:

- i. *Scan the building checking most likely places the young person should be.*
- ii. *If the young person is not found, and is believed to have absconded, the police need to be contacted immediately. The vulnerability of the young person will need to be emphasised to the police.*

- iii. *The police should be sent a photograph of the young person who is missing. These should be kept within the Crocus Fields shared drive.*
- iv. *The duty/on call manager should be alerted immediately.*
- v. *On the condition that the rest of the group within the home are safely cared for, at least one staff member should leave the building and check the surrounding area.*
- vi. *The young person's family will need to be contacted. This phone call should be made once the Police have been alerted to the severity of the situation.*

3) If a young person goes missing whilst out in the community, staff should:

- i. *Scan the surrounding area.*
- ii. *Check with other staff members to establish whether the young person is with them.*
- iii. *If staff believe the young person to be missing, the police will need to be contacted immediately.*
- iv. *The police should be sent a photograph of the young person who is missing. These should be kept within the Crocus Fields shared drive.*
- v. *Staff will need to contact Crocus Fields as a matter of urgency and request that this photograph be sent to the Police.*
- vi. *Staff will need to ensure the safety of the other young people in their care.*
- vii. *The young person's family must be contacted. This phone call should be made once the Police have been alerted of the severity of the situation.*

4) Following an event when a young person has gone missing, the home must ensure the following is completed:

- i. Significant Event*
- ii. Notifyable Event*
- iii. Ofsted informed of young person going missing.*
- iv. Formal letter of apology sent to young person's parents or carers.*
- v. A review meeting held within two weeks of absence with family, social worker, representative from school, keyworker and a member of the management team to review the young person's Residential Action Plan and Risk Assessments.*
- vi. All staff within team to be communicated of this event and plans of action taken as a result.*

5) In order to ensure that staff act appropriately in the event of a missing person, the home will:

- i. Alert all staff members to this policy.*
- ii. Discuss in supervision at least once per year as to the correct protocols in the event of a missing person.*
- iii. Incorporate this policy into the induction of all new staff members.*

6) In order to prevent young people from going missing from care, the home will:

- i. Highlight the concept of "Safe People" for our service users to approach when in the community through a visual display.*
- ii. Hold children's meetings with young people around "safe people"*
- iii. Review young people's care plans and risk assessments on a six monthly basis.*

- iv. Invite local Police officers in to the residential unit to talk to young people about what to do if they feel they are in danger.