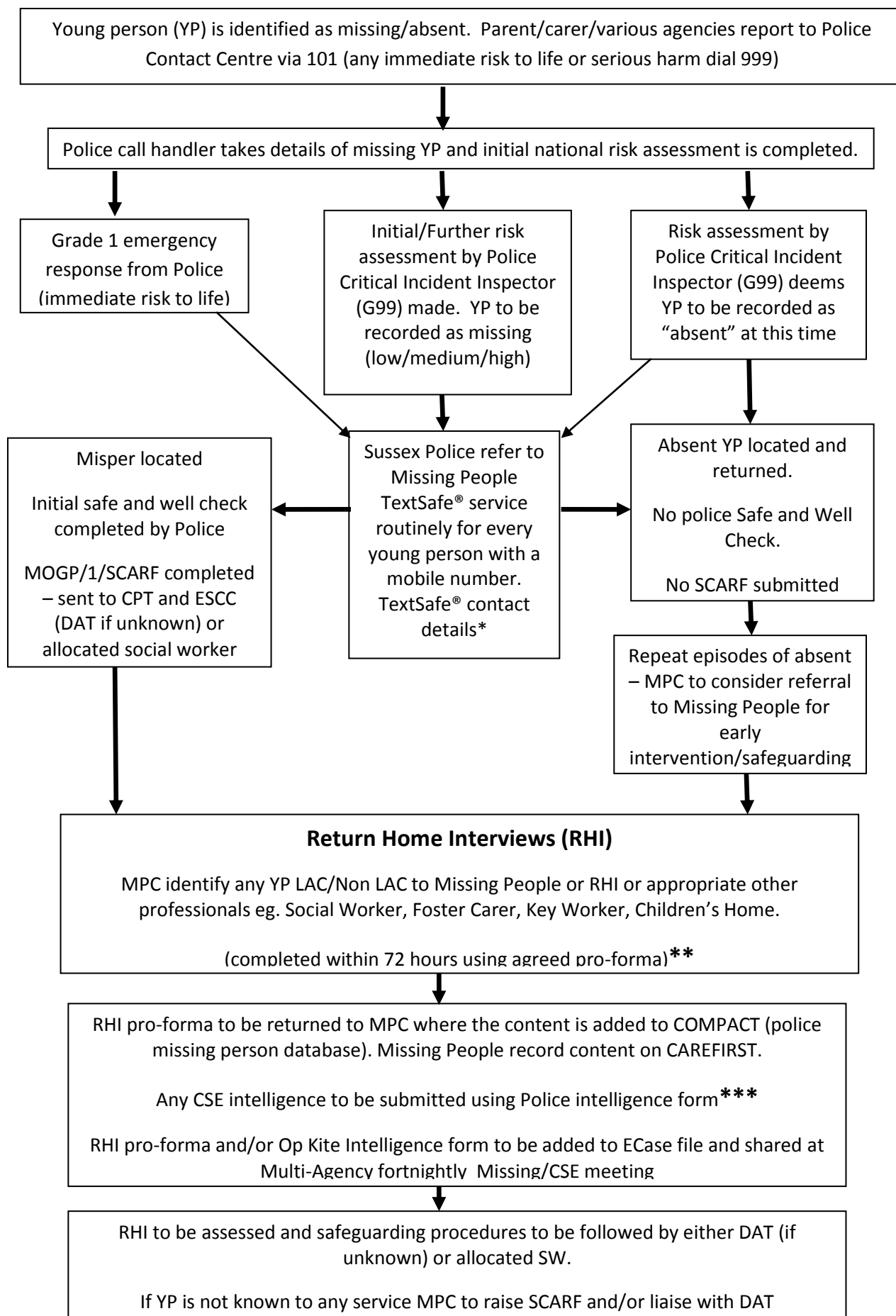


Missing Young People – Reporting and Return Home Interview procedure



* **Police** open an email and address it to: TextSafe@missingpeople.org.uk.cjism.net

Then place the following text in the 'subject' field: **[CJSM] TextSafe Parental/Guardian Consent Obtained (07989505777); Under 18**

This must be formatted exactly as above and you should ONLY change the mobile number to reflect that of the missing person's number. Police to seek consent before referral.

Only one text to be sent per day for each missing young person.

Other professionals can request a TextSafe® text to be sent, to check it hasn't been done already they can contact the Police Misper team or Missing People on 116000.

** Multi Agency Return Home Interview pro forma to be used at all times (Appendix 1)

*** Police intelligence form pro forma to be used (Appendix 2). The Police intelligence form is available to all agencies working with young people. It is a form specifically for reporting intelligence around Child Sexual Exploitation and should be submitted where information is passed that will help Police develop an intelligence picture around the activities of a specific person or groups of people. Information such as associates, addresses frequented, substance misuse or similar can be passed via this method.

Appendix 1



Sussex Police
Serving Sussex

www.sussex.police.uk

MULTI-AGENCY RETURN HOME INTERVIEW FORM

Please note if you are told of any incidents of crime during this interview you will need to call 101 and report the incident to the call centre. This form is not to be used for the purposes of reporting criminal offences. Please contact the Missing Persons Co-ordinators as follows if you have any queries:

Mr Wai Lee – 07500 760186 - Hastings and Rother –

Ms Shannon Marchesani - 07500 760194– Eastbourne, Lewes and Weald –

Sgt Lynda Lynch – 07833 058961

Name/Gender:	
Date of birth:	
Serial number:	
Date:	
Time reported:	
Time returned:	
Address:	
Contact name:	
Contact number:	

Found at: <ul style="list-style-type: none">• Returned of own accord• Home address• Relatives address• Elsewhere	
Found by: <ul style="list-style-type: none">• Family• Police• Carers• Other persons• Arrested• Recovered Warrant MHA	

Other	
Transport for return: <ul style="list-style-type: none"> • Police provided • Carers provided • Catch22 • Not required – made own way back • Ambulance provided 	
Suffered harm: <ul style="list-style-type: none"> • Unharmred • Physical injury • Sex offence • Other crime • Abduction • Unexplained death • Murder • Parental abduction 	
Circumstances whilst missing: <ul style="list-style-type: none"> • Slept rough • Stayed with a friend • Met up with other • Went to location • Went to place previously frequented • Stayed in hotel/hostel • Refused or declined information • Not known • Other 	
Reason for going missing: <ul style="list-style-type: none"> • Problems at home/placement • Personal problems • Problems at school • Other reasons • Declined to give reasons 	
Additional info: <ul style="list-style-type: none"> • In company of someone they know • How did they meet • Given any gifts • Given cigarettes/alcohol/drugs 	
Criminal activity: <ul style="list-style-type: none"> • No crime committed • Committed crime 	
Time spent missing: <ul style="list-style-type: none"> • Less than 24 hours • 24-48 hours • 3-5 days 	

- More than 7 days

Distance away from point missing:

- 0-5 miles
- 6-10 miles
- 11-20 miles
- 21-40 miles
- 41-80 miles
- Over 81 miles
- Out of UK

Specific information regarding the missing episode:

Further referrals to be considered:

Interviewer:	
Date of interview:	

Please ensure that this form is completed and emailed to misper.east@sussex.pnn.police.uk and the relevant Social Work Practitioner for the missing person.

Notes on Completion:

- Please note if you are told of any incidents of crime during this interview you will need to call 101 and report the incident to the call centre. **This form is not to be used for the purposes of reporting criminal offences.** This will include disclosures of sexual activity if the person is under 16. Please contact the Missing Persons Co-ordinators as follows if you have any queries:
 - **Wai Lee – Hastings and Rother -**
 - **Shannon Marchesani – Eastbourne, Lewes and Weald –**
 - **Sgt Lynda Lynch – 07833 058961**
- Try to be as specific as possible in relation to dates/times/locations – the more detail obtained the easier it is to follow up.
- The information recorded on these forms is not confidential and will be shared across agencies however should be handled with sensitivity.
- Consider which other agencies, either already involved or not, need to be aware of specific information from this interview for example – SASSY Nurse or YOT.

Thank you!

Appendix 2



Date/Time of report:.....

Details of submitting person:

Name	
Post / Job Title	
Agency	
Contact Details	

Evaluate the intelligence with a tick / cross in each column:

	Is the informant:		Is the information:
	Always reliable - i.e. recorded audio / video		Known to be true without reservation
	Mostly reliable - professionals / proven witness		Known personally to the informant, but not to submitting person
	Sometimes reliable - inconsistent reliability		Not known personally to the informant but the information is corroborated
	Unreliable - proven to be so		Not known personally to the informant and cannot be corroborated
	Untested - cannot form opinion		Suspected to be false

If the information is from a 3rd party would they be willing to engage with the Police? Yes No
Can the Police share this information with external official agencies? Yes No

Does this info involve a licensed premise (e.g. newsagents, takeaways, pubs, off licenses, etc)? **Yes No**
 If **yes**, please provide the **trading name** and **address** of premise:

Please provide clear and accurate information: Include as much detail as possible re names/descriptions/nicknames/vehicle details/addresses etc: If providing details of specific incidents please put a date and time these were witnessed [use additional paper as needed].

Please email a copy of this report through to c22_eastdiv@sussex.pnn.police.uk