



Registered Charity No. 1020419

Missing People Pan Sussex Missing Children’s Service

Operational Instructions

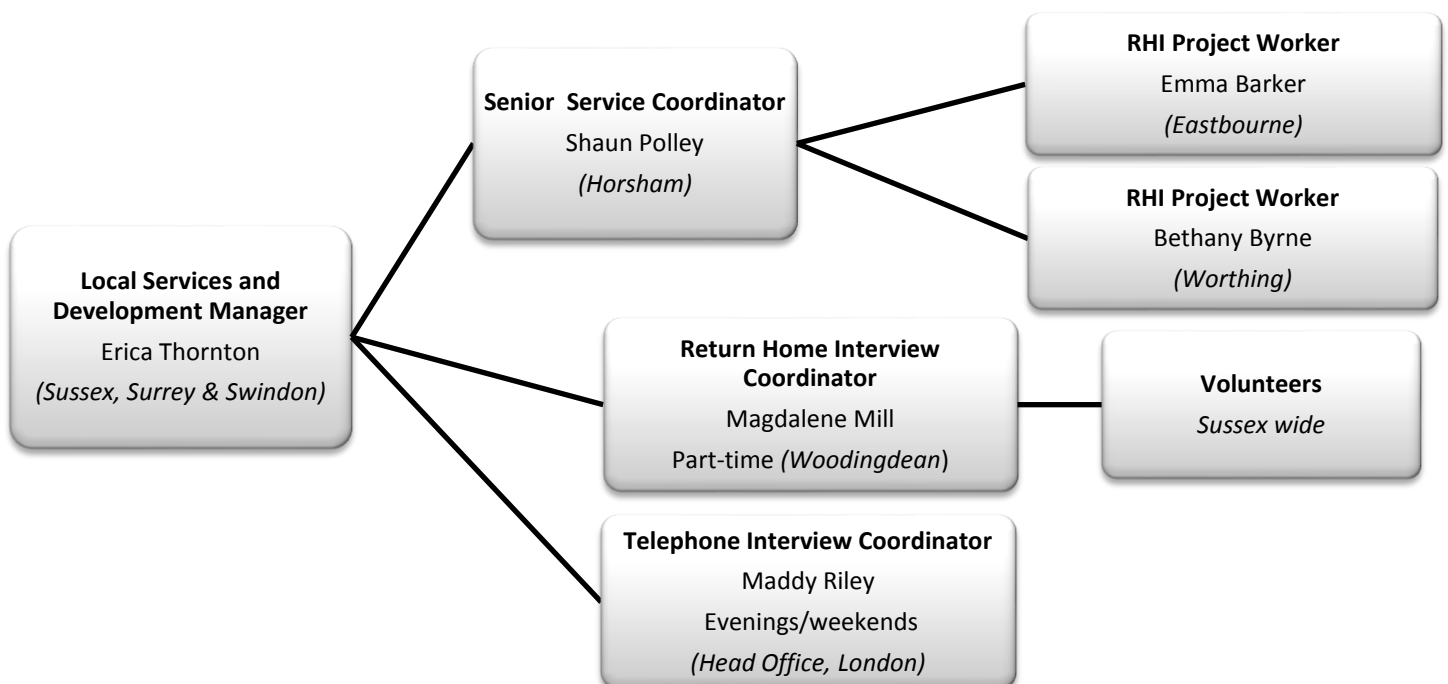
Overview

The National charity, Missing People has been commissioned by East Sussex County Council, West Sussex County Council and Brighton & Hove City Council to provide a Return Home Interview (RHI) Service and a 1-1 Support Service to children across Sussex from 1st April 2016 until 31st March 2019.

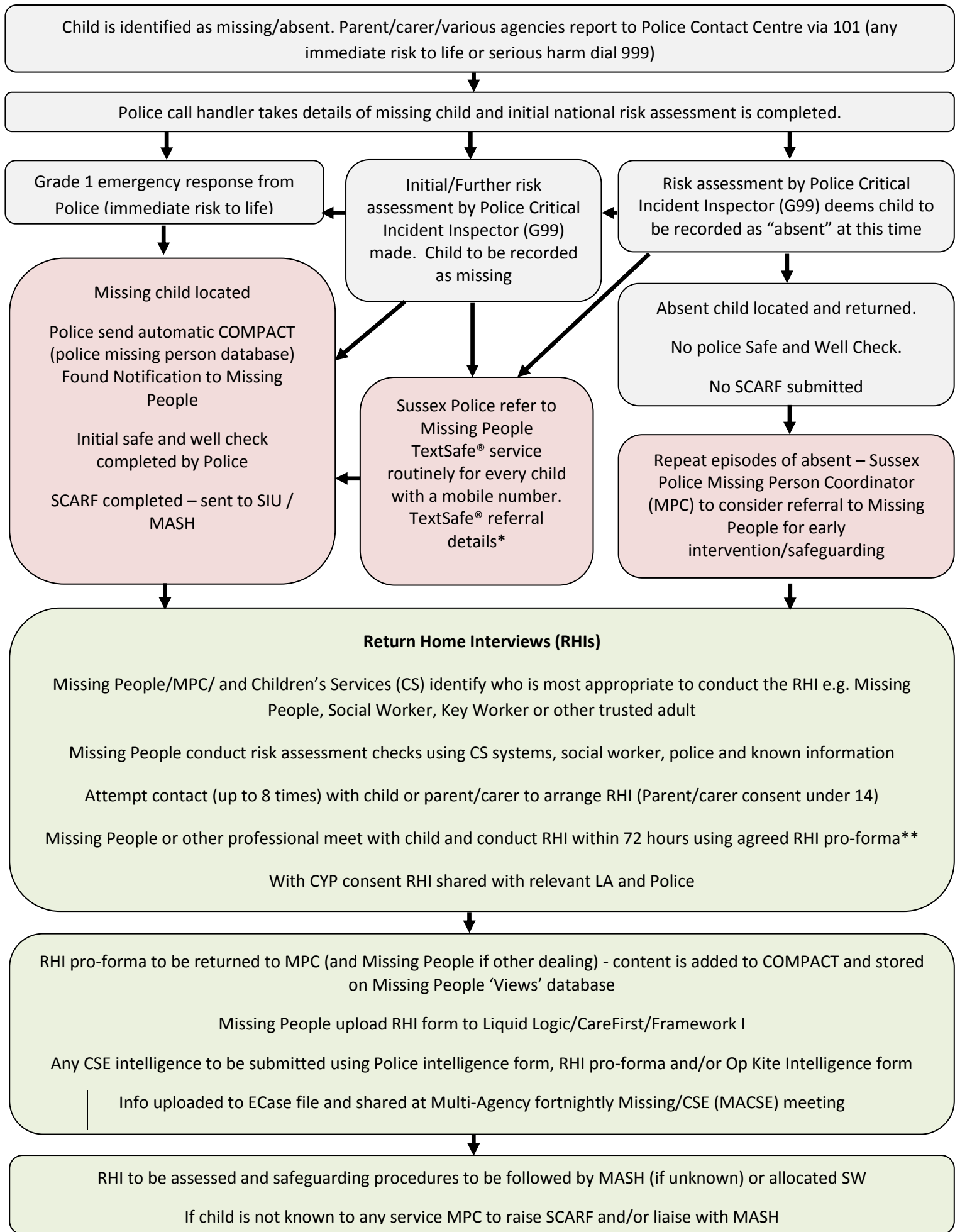
RHIs will be offered to children who have been missing or absent, and are referred to Missing People via Sussex Police. Return Home Interviews aim to find out why young people went missing, what happened to them while they were away, and what support they need to keep them safe and prevent them going missing again.

1-1 Support will be offered to children who are identified as particularly vulnerable to provide one to one tailored support to help reduce the risk of them coming to harm.

Team Structure



Missing Children – Reporting and Return Home Interview procedure



Child is identified as missing/absent. Parent/carer/various agencies report to Police Contact Centre via 101 (any immediate risk to life or serious harm dial 999)

Police call handler takes details of missing child and initial national risk assessment is completed.

Grade 1 emergency response from Police (immediate risk to life)

Initial/Further risk assessment by Police Critical Incident Inspector (G99) made. Child to be recorded as missing

Risk assessment by Police Critical Incident Inspector (G99) deems child to be recorded as "absent" at this time

Missing child located

Police send automatic COMPACT (police missing person database) Found Notification to Missing People

Initial safe and well check completed by Police

SCARF completed – sent to SIU / MASH

Sussex Police refer to Missing People TextSafe® service routinely for every child with a mobile number. TextSafe® referral details*

Absent child located and returned.

No police Safe and Well Check.

No SCARF submitted

Repeat episodes of absent – Sussex Police Missing Person Coordinator (MPC) to consider referral to Missing People for early intervention/safeguarding

Return Home Interviews (RHIs)

Missing People/MPC/ and Children’s Services (CS) identify who is most appropriate to conduct the RHI e.g. Missing People, Social Worker, Key Worker or other trusted adult

Missing People conduct risk assessment checks using CS systems, social worker, police and known information

Attempt contact (up to 8 times) with child or parent/carer to arrange RHI (Parent/carer consent under 14)

Missing People or other professional meet with child and conduct RHI within 72 hours using agreed RHI pro-forma**

With CYP consent RHI shared with relevant LA and Police

RHI pro-forma to be returned to MPC (and Missing People if other dealing) - content is added to COMPACT and stored on Missing People 'Views' database

Missing People upload RHI form to Liquid Logic/CareFirst/Framework I

Any CSE intelligence to be submitted using Police intelligence form, RHI pro-forma and/or Op Kite Intelligence form

Info uploaded to ECase file and shared at Multi-Agency fortnightly Missing/CSE (MACSE) meeting

RHI to be assessed and safeguarding procedures to be followed by MASH (if unknown) or allocated SW

If child is not known to any service MPC to raise SCARF and/or liaise with MASH

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

- place the following text in the 'subject' field:
[CJSM] TextSafe Parental/Guardian Consent Obtained (insert mobile number); 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.
- Only one text will be sent per day for each missing young person.

Other professionals can check that a TextSafe® has been sent by contacting the Police missing person's team on 101 or Missing People on 116000

** New Pan Sussex RHI form (external use) to follow, please email sussex@missingpeople.org.uk for an alternative interim form.

Flowchart Guidance

Missing People receive all details of missing episodes automatically from Sussex Police via the COMPACT system to the generic team (secure) email inbox.

Missing People will offer all children a RHI after they return from being missing. For some children it may be more appropriate for another professional to complete the RHI. It is the responsibility of Children's Services to let Missing People know the details of these children and the preferred professional, who should usually be the child's trusted adult.

Missing People will have access to Children's Services case management systems to check details of the child and to upload the RHI to the system.

Missing People will contact children up to eight times, if they are unreachable or decline then a letter will be sent to give details of how to contact Missing People. For children aged 13 and under Missing People must gain consent before arranging to complete a RHI.

Missing People will share information in accordance with local information sharing arrangements which are in line with Working Together 2015. It is recognised that for children who go missing frequently they are potentially very vulnerable and the information needs to be shared within the multi-agency information sharing arrangements for the child. All completed RHI forms to be sent to the Police Missing Person's Coordinators to be read and uploaded to the Police system. RHI forms also sent to the MASH and Social Worker if applicable, forms are then uploaded to Children's Social Care systems by Missing People.

Missing People will offer 1:1 support to some children who are going missing and/or identify that they need additional support but do not meet the threshold for other services. Missing People will also work 1:1 with some children who may already be accessing support from other services if the child identifies that they would benefit from engaging with the service. Any ongoing support from Missing People should be reflected in the Child's Plan.

Missing People will attend meetings relating to the children who have received RHIs or who are receiving 1:1 support if they can add value to the meeting beyond information already shared. All meeting requests should be sent to the generic team inbox (below).

Missing People will provide monthly data reports and quarterly performance reports to the Pan Sussex Monitoring Team.

Contact Details

Team generic contact:

E: sussex@missingpeople.org.uk or secure: sussex@missingpeople.org.uk.cjism.net

Erica Thornton – Local Services & Development Manager (London, Surrey, Sussex & Swindon):

M: 07968 917584 E: erica.thornton@missingpeople.org.uk or secure:
erica.thornton@missingpeople.org.uk.cjism.net

Shaun Polley – Senior Service Coordinator – Horsham (County Wide):

M: 07538 650823 E: shaun.polley@missingpeople.org.uk or secure:
shaun.polley@missingpeople.org.uk.cjism.net

Magdalene Mill – Return Home Interview Coordinator – Woodingdean (Brighton & Hove):

(Start date 18th April 2016)

M: Number TBC E: magdalene.mill@missingpeople.org.uk or secure:
magdalene.mill@missingpeople.org.uk.cjism.net

Emma Barker – Return Home Interview Worker – Eastbourne/Hastings (East Sussex):

(Start date 18th April 2016)

M: Number TBC E: emma.barker@missingpeople.org.uk or secure:
emma.barker@missingpeople.org.uk.cjism.net

Bethany Byrne – Return Home Interview Worker – Durrington (West Sussex):

(Start date 18th April 2016)

M: Number TBC E: bethany.byrne@missingpeople.org.uk or secure E:
bethany.byrne@missingpeople.org.uk.cjism.net