

Missing

Child

Contact the

**Missing Police** 

team

Social Worker to

provide police

with as much

information as

possible for the

Social Worker to

Children Team if

inform Missing

child is looked

out of county

after and placed

**Missing Children Team** 

(MCT) will Start

Missing Step (episode)

CYP051

search

## ws.missingpersonteam@sussex.pnn.police.uk; Missing.Children@westsussex.gcsx.gov.uk; CSEHub@westsussex.gcsx.gov.uk

## Timeline Guide for when Children and Young People go Missing If child has been missing for 24 Hrs: Case note Social worker to inform Practice Manager, IRO if the child is looked after, CP chair if on a CP plan, and MEOG (via Summary csehub) if child is looked after and placed outside of West Sussex. Missing Children Team responsible for RHI's to including confirm escalation has happened in case of Social worker absence Practice Manager to take lead role of coordinating immediate safety plan with Missing Police Team plan to be Practice Manager to inform Group Manager and if particularly high levels of risk indicating a significant level of added to harm or reputational risk then Group Manager to inform Service Leader who should complete 'Need to Know' Child mosaic by document to Head of Service. **Found** Practice Manager: to arrange and Chair Strategy Meeting with Missing Police Team as soon as practicable to Practice agree further action that is required to locate and see the child, and plan for when child is found. Manager If high level of complexity or risk **Group Manager** should chair Strategy Meeting 1 Police complete Safe If a child has been missing for more than 24 hours, and within 72 hours: Case note Group Manager: to inform the Service Leader using the 'Need to Know' template with the summary of missing and Well Check Summary to circumstances, background, identified vulnerabilities, length of this missing episode and missing history, actions be added to 2 Missing Child agreed at strategy meeting with dates, risk assessment and plan for when child is located. mosaic by Service Leader: to inform Head of Social Care and gain permission for media release and consult parents about **Team Complete** any decision to publish information Group Independent Head of Social Care: to review Need to Know document, seek assurance regarding any actions if required and Manager Return Home advise DCS if necessary. Interview contact to be made within 72 If a child has been missing for more than 72 hours, and within 7 days: hours Group Manager: to chair 2<sup>nd</sup> Strategy Meeting to review vulnerabilities and risk assessment, actions taken and 3 Social Worker outcomes of those actions, and ensure that all possible steps are being taken to locate and return the child; Case note creates plan of Agree steps to be taken when child is found, for those subject to CP liaise with CPA (consider review child Summary to Protection Conference) and liaise with IRO for CLA. be added to support for Group Manager to update Service Lead and review media actions taken and seek consent of Head of Children's mosaic by child and family Social care if required. Group Service Leader: to provide summary of missing circumstances (updating Need to Know document) and actions Manager being taken for Head of Social care. Head of Children's Social Care: To send Need to Know document to DCS who will advise Chief Executive and cabinet members if required. **Missing Children Team** Complete Missing Step Child Remains Missing for a longer period of time: (episode) CYP051 for each

time child goes missing

Group Manager will formally review all cases each week until child is found.

Head of Service and Director of Children's Services should formally review plan at monthly intervals – case must always remain open



Review / Contacts / References	
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Lead contact / author:	James Houghton