



Policy Title	MISSING YOUNG PERSON
Last Reviewed	September 2023
Next Review	September 2024
Responsible Officer	Olaide Obajimi

This Policy defines the measures to be taken when it is discovered that a young person / young person is missing, and their whereabouts are unknown:

- ***Young person under 12 years, where their location is not verified.***
- ***Young person aged over 13 years whose behaviour pattern is out of character, or there is a suggestion that they or others may be subject to harm or criminal activity.***

1. All young people will have been made aware of the risks and dangers of running away, and the measures in place at the Home if they go missing. This will have been explained to the young person and family / significant other when the young person is admitted to the Home.
2. A form of relevant information will be completed for every new young person / young person at the Home:
 - 2.1 For a young person with no previous history of going missing – ref. *Form No: 3-519 - Missing Young Person Information Record.*
 - 2.2 For a young person with a history of going missing – ref. ref. *Form No: 3-520 - Previous Missing Young Person Event Record.*

These documents will be reviewed and updated to reflect any changes of relevant information. Staff will report to the Manager if they have cause for concern.

3. When any member of staff discovers that a young person is missing the Home Manager will be immediately informed and the following action will be taken to try and locate the young person:
 - A full search of the buildings / grounds / vehicles will be immediately organised, causing minimum disruption to the other resident young people in the Home.
 - Search personal space for important leads (e.g. mobile phones, diaries, letters, notes, emails and website activity) for information that may assist in locating the young person.
 - Check to see if any personal or significant items are missing from the Home.
 - Contact all known friends and relatives where a young person may be.
 - Speak to other young people in the Home to obtain any relevant information
 - Check locations that the young person is known to frequent or was known to be attending.
 - Call or text any mobile phone held by the young person and leave a message asking them to make contact.
 - Contact the young person's school or school friend
4. If the young person is still missing a completed *Missing Persons Information Record* (ref. *Form No: 3-519*) and / or a *Previous Missing Young Person Event Record* (ref. *Form No: 3-520*) will be passed to the Social Services Emergency Duty Team and the Police within 3 hours of discovering the young person is missing.
5. The Social Services will usually undertake to inform the young person's family, though this may be done by the Manager of the Home if there is a good relationship between the Home and the family. The overall responsibility for this will be agreed with Social Services.
6. Full records of the incident will be made in the Incident Log and the young person's Case Notes.

7. When a young person is found safe and returned to the Home, staff will ensure that the young person is welcomed back to enable them to re-adjust and settle back into Home life again. The young person should be interviewed by an appropriate adult who is supportive and non-judgemental, as soon as possible. The young person should be encouraged to speak openly in order to reveal the following information:
 - Why they went missing?
 - Where they went?
 - Who they have been with?
 - Any risks and dangers that they encountered?
8. A *Missing Young Person Report*, ref. *Form No: 3-521*, will be completed on their return. The Manager will carry out regular monitoring of all unauthorised absences of young persons from the Home to determine whether adverse trends are apparent. This data is reviewed at the 6-monthly Quality Management Review Meetings.
9. When a young person is missing staff are to info EDT and Police and a missing report to be sent to the social worker.

FORMS REFERENCES:

Incident & Action Log
Missing Persons Information Record
Previous Missing Event Record
Missing Young Person Report