

Children & Young People Reported as a Missing Person

Gloucestershire Safeguarding Children Partnership Working Protocol

Version 1.3 April 2021

Revision	Date	Comment
1.0	15 th September 2020	<p>Changes to Quick Reference Guide – adding the criteria for multi-agency meetings page 2</p> <p>Additional information to the Missing from Health – contact email address for 48hours Missing Episodes page 10</p> <p>Amendment to Education to include professional responsibility for schools to report a child as a Missing Person page 10</p> <p>Addition of the Role of EDT page 12</p> <p>Addition of the YST Missing Team – Role of the YST page 16</p> <p>Addition of the Role of Local Authority Commission page 21</p> <p>Amendments to Appendix 2 COMPACT Risk Assessment page 23</p> <p>Removal of the blank Return Interview and Trigger Plan forms</p> <p>Addition of Appendices 3, 4, 5, 6 & 7 pages 23 thru 34</p> <p>Updated Useful contact information to new personnel</p>
1.1	18 th September 2020	Document pages re-numbered.
1.2	25 th September 2020	Section 8 Education additional information – contact email etc.
1.3	1 st April 2021	Links to GSCP Website updated

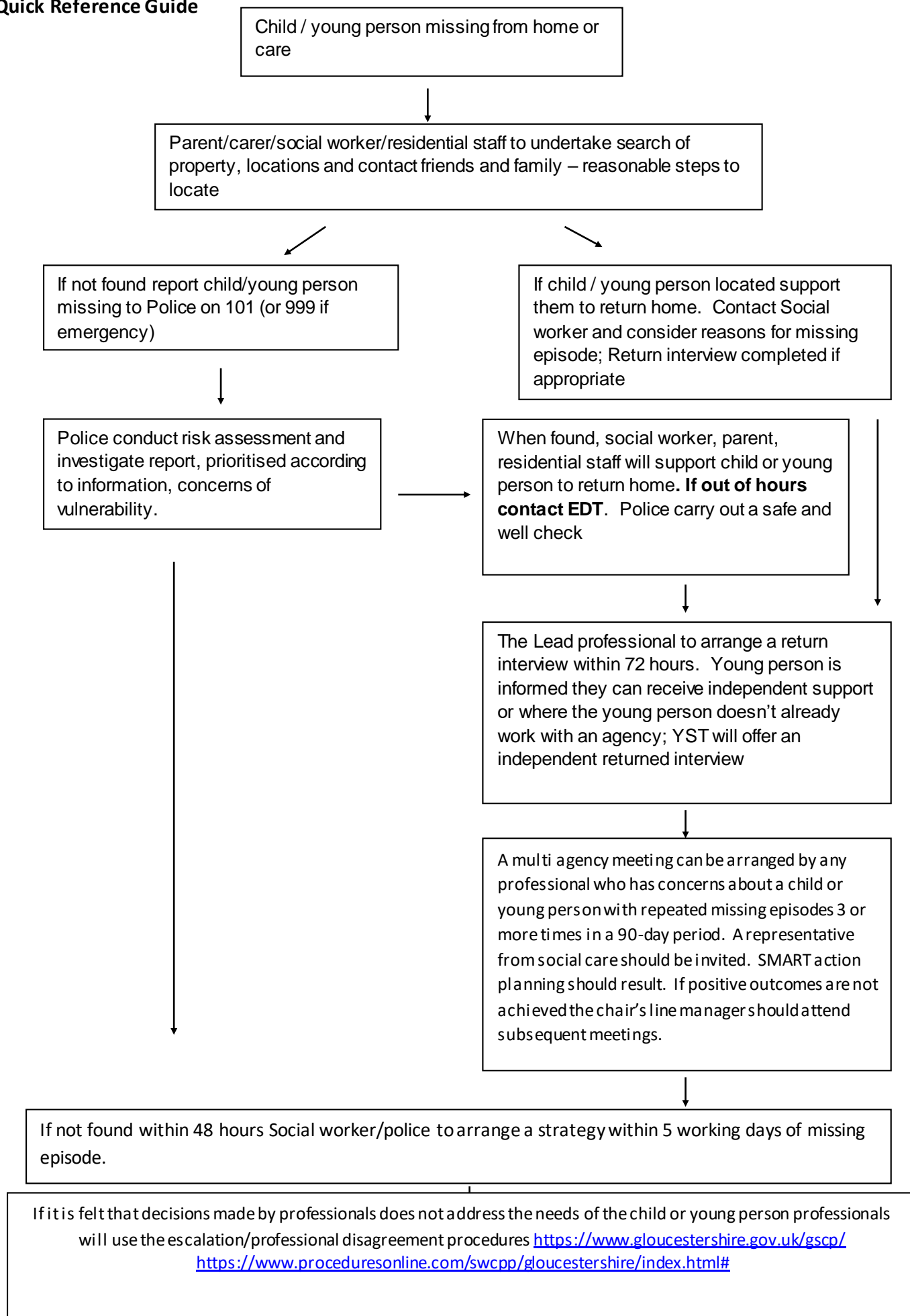
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Quick Reference Guide



1.0 Introduction

1.1 Children and young people go missing for a variety of reasons. There may have been a misunderstanding about what time they were due to be back, or they may have been the victim of a serious crime. The job of the authorities is to record and investigate missing person reports in order to work to prevent children and young people from being harmed / exploited.

1.2 The Gloucestershire Safeguarding Children's Partnership (GSCP) provides a multi-agency framework to ensure that all agencies in the County work together to safeguard children. This guidance has been produced (and will be reviewed annually) by the Child Exploitation / Missing from Home and Care subgroup of the GSCP. For the purposes of this guidance, a child or young person is deemed to be anyone who has not yet reached their 18th birthday.

1.3 This guidance applies to those with parental responsibility and all agencies working with children and young people residing in Gloucestershire or placed outside of Gloucestershire by Children's Social Care, including private companies and local authorities outside Gloucestershire who place children in care settings within the County. All partner agencies will ensure their staff are aware of it and how to use it. It should be read and implemented by all practitioners and managers working with children or young people who are at risk of going missing from home or care or who are already doing so.

1.4 Children in care are over-represented in the numbers of children and young people reported as missing. This may be because they are more likely to be reported missing, nevertheless, the vulnerability of this group must be acknowledged and planned for on both a strategic and operational level for each child.

2.0 Purpose

2.1 In 2011, the Government published "Missing Children and Adults. A Cross Government Strategy" which set out three clear objectives for anyone working in the field of missing people ;

- reducing the number of people who go missing
- reducing the risk of harm to those who go missing
- providing missing people and their families with support and guidance

2.2 In January 2014, the Department for Education released new statutory guidance on children who run away or go missing from home or care. Local authorities are now required to offer young people reported missing an independent return interview (someone not involved in caring for the young person).

2.3 In January 2014 the Department for Health also introduced a special edition on amendments to the Children's Home Regulations called In House; in which registered children's home managers must notify a local authority in writing when a new home is opened, when a young person is placed in the authority and have in place a missing child policy.

2.4 It is intended that the application of this guidance will improve the support offered to children, young people and families, lead to a reduction in the total number of children reported missing in Gloucestershire and in the frequency of children missing repeatedly. It will strengthen working relationships between partner agencies involved in safeguarding children and reduce the harm suffered by them or caused to

communities when they are missing. We will achieve our purpose by partnership working, information sharing, risk assessment and risk mitigation.

2.5 Missing person investigations are extremely expensive both in terms of cost and resources diverted from community policing. The average cost of a medium risk missing person investigation is approximately £2,500. However, it is the personal and social cost rather than financial cost which is of greatest concern. Reductions in costs will allow greater capacity for early intervention and prevention work. (*Cost of investigation - Karen Shalev Greene and Francis Pakes - The Cost of Missing Person Investigations: Implications for Current Debates Policing (2014)*)

3.0 Why Children Go Missing

Children and young people go missing for a variety of reasons, such as:

- Arguments and conflicts
- Conflict within a placement
- Poor family relationships
- Physical and emotional abuse
- Boundaries and control
- Stepparent issues

They may be “pushed away” by factors at home or “pulled away” by outside factors – in high risk cases often have both push and pull factors. Whichever, when they are missing, they face immediate risks for which they may be ill-prepared:

- Being groomed for exploitation (sexual and criminal)
- Involvement in criminal activities
- Victim of crime
- Alcohol/substance misuse
- Deterioration of physical and mental health
- No means of support or legitimate income – leading to high risk activities
- Missing out on education

Longer-term risks include:

- Long-term drug dependency / alcohol dependency
- Crime
- Homelessness
- Disengagement from education
- Child exploitation (sexual and criminal etc.)
- Poor physical and/or mental health

3.1 The more times a child is reported missing, the greater opportunity is offered to people who exploit them. The process of grooming a child is subtle and the child may not recognise that they are a victim of exploitation. Children who go missing persistently have sometimes been described as “streetwise”. This refers to their level of resourcefulness in avoiding being found by the authorities. The term “streetwise” tends to allow police and other practitioners to become complacent to the risks and fail to recognise / acknowledge their vulnerability. The term “streetwise” should be avoided. Ofsted’s thematic review of

children and young people who are at risk of going missing or running away (2013) reminds professionals that the more children run away the more action needs to be taken, summary of review findings can be found in appendix 10.

3.2 All children in care are educated about the dangers and risks of going missing. They are taught about the risks and signs of child exploitation and are encouraged to seek help for themselves or any friend who may have become a victim.

4.0 Preparation and pre-planning for placements in Gloucestershire

4.1 All care providers, both local authority and private, should inform Gloucestershire MASH of any new children's homes in Gloucestershire prior to the placement of any children or young people. This will enable a joined-up approach in planning and delivering strategies to minimise risk and incidents as well as a local policing response should children subsequently be reported missing. On admission to the placement, the consent of a person with parental responsibility and the child (depending on their age and understanding) will be sought for a photograph to be used in any subsequent missing person investigation. If the child is suspected of being trafficked, a photograph must be obtained immediately on admission.

4.2 Prior to any placement, a written Placement Information Record (PIR) should be completed, outlining expectations about how it will meet the child's needs, how positive routines will be maintained, and how they will be supported to achieve their potential. Every child in care must have a care plan, subject to regular review, that sits alongside the PIR. This process must include an evaluation of whether a child is likely to run away. Where this is likely a trigger plan needs to be shared with the MASH and Missing & Mental Health Team [Police] and strategies should be put in place to minimise risk.

5.0 YST

5.1 The Youth Support Team are commissioned to strategically support the local authority and alongside Gloucestershire Police lead in promoting the missing agenda. The YST are central to understanding emerging patterns about young people being reported missing. Please see point 20.0.

6.0 Procedures for a Missing Child

6.1 When a child or young person goes missing from home or care, it is expected that carers will act in the capacity of a 'responsible parent'. They should act to encourage them to return as quickly and safely as possible, ensuring they are treated positively on return and are first expected to take the following measures to try to locate the missing child:

- Search bedroom / accommodation / outbuildings/vehicles
- Ring, check the child/young person are okay and to establish their whereabouts
- Try to contact them through social media
- Contact friends/family – places they may be
- Go and look for them – safely – take reasonable steps, if this is practical within the contractual confinements
 - Drive the route they should have taken to get back to you – within the local vicinity
 - Drive to known places where your young person might be

- If they are located but they are unwilling to return – check, they are safe. Call EDT and let them know the situation

6.2 The local authority has a range of corporate parenting duties in relation to children in care and should always apply the “reasonable parent” test when planning and making decisions in relation to the children in its care. This means having the same interest as any reasonable parent would have for their own children in relation to safeguarding and promoting welfare. Both the Gloucestershire Safeguarding Children Partnership and the Corporate Parenting Panel have a key role in monitoring the incidents of children and young people who are missing from care.

6.3 If the child’s whereabouts are known it is the responsibility of the parent, carer or individual with concerns to consider the appropriateness and safety of their location. This will inform the decision whether to allow the young person to remain at that location temporarily or to arrange for their return (foster carers should refer this to the child’s Social Worker or the Out of Hours Duty Team **EDT**) If the Police find them – they will contact carers.

*Police Protection Powers can **only** be used where the child is in **immediate risk of harm**. It is not possible for Police to return a child to an agreed location **against their will**.*

6.4 Police deployment is restricted to instances where they are genuinely needed (when there is an identified risk of harm to the child or young person or to carers or staff) and where it is the police core role.

In November 2016, the College of Policing released the new APP (Authorised Professional Practice) including guidance for effective Missing Person investigations. Replacing the previous ACPO wording, the new definition of ‘Missing’ is:

Reported to the police

‘Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or otherwise confirmed.’

All reports of missing people sit within a continuum of risk from ‘low risk,’ through to ‘high-risk’ cases that require immediate, intensive action (APP COP). Gloucestershire specifically has a ‘no child is treated as absent no apparent risk’ all young people and children are automatically considered missing with a level of risk.

Once a person is reported to the Police as missing, the following minimum actions will be taken as an initial response by the Police:

- The incident will be recorded on COMPACT.
- A risk assessment will be conducted.
- An agreement will be made on the initial steps which should be taken to trace the missing person.
- Reviews of risk, actions and decisions will then take place at the times recorded in this guidance.
- Weekly Missing Reviews ensure these actions are confirmed regarding strategy meetings, trigger plan and return interviews completion.

Every possible reason/scenario for their absence should be considered, keeping an open mind.

Most missing person reports will be received by Force Control Room. It is the responsibility of the operator receiving the report to create a Compact record (system used for managing live missing investigations), open a Storm incident (Police system for recording all incidents) and perform an initial risk assessment.

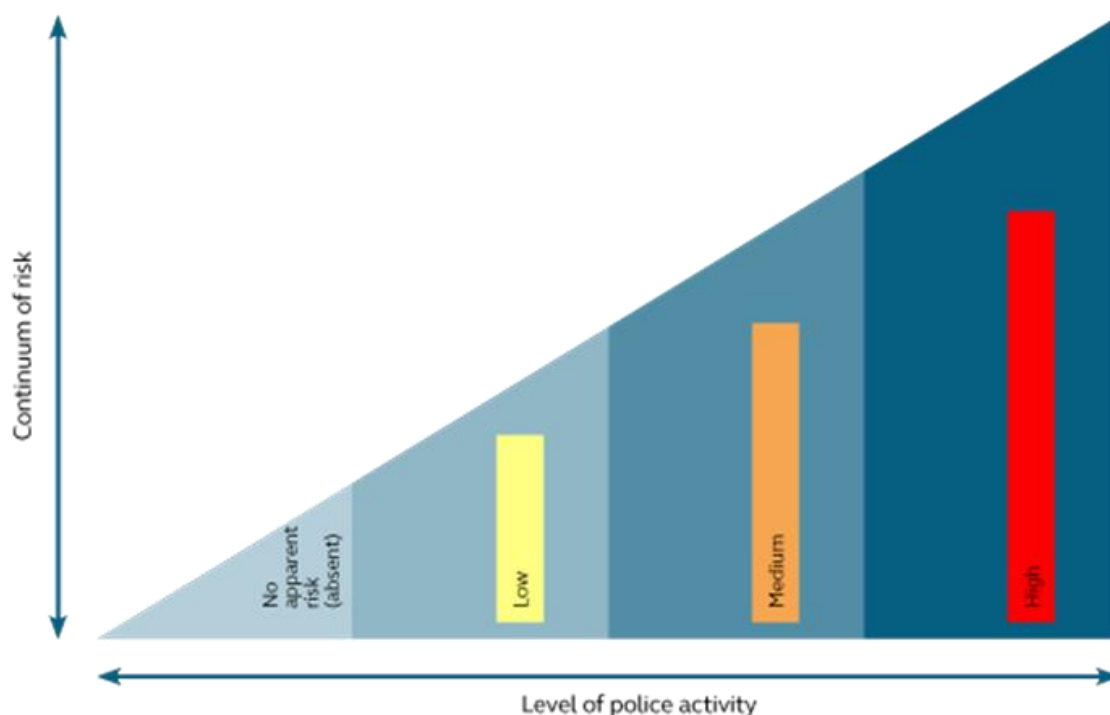
Overall responsibility for the investigation sits with the Duty Inspector, who is the Senior Responsible Officer (SRO).

Risk Assessing:

All cases are placed within the 'continuum of risk' from 'low risk' to 'high'. This relates to the utilisation of assets based on each investigation, rather than being prescriptive to a specific level. Risk assessments can vary depending on the circumstances of each case and the grading can be increased or decreased by the Senior Responsible Officer.

In Gloucestershire, children (under 18s) should never be recorded as, 'no apparent risk (absent)'. There is an inherent risk associated with age and vulnerability exists by virtue of this.

Missing definition



The Risk Assessment Table

The following table should be used as a guide to an appropriate level of police response based on initial and on-going risk assessment in each case. Risk assessment should be guided by the College of Policing [Risk principles](#), the [National Decision Model](#) and Police [Code of Ethics](#).

No apparent risk (absent)	
There is no apparent risk of harm to either the subject or the public.	Actions to locate the subject and/or gather further information should be agreed with the informant and a latest review time set to reassess the risk.
Low risk	
The risk of harm to the subject or the public is assessed as possible but minimal.	Proportionate enquiries should be carried out to ensure that the individual has not come to harm.
Medium risk	
The risk of harm to the subject or the public is assessed as likely but not serious.	This category requires an active and measured response by the police and other agencies in order to trace the missing person and support the person reporting.
High risk	
The risk of serious harm to the subject or the public is assessed as very likely.	<p>This category almost always requires the immediate deployment of police resources – action may be delayed in exceptional circumstances, such as searching water or forested areas during hours of darkness. A member of the senior management team must be involved in the examination of initial lines of enquiry and approval of appropriate staffing levels. Such cases should lead to the appointment of an investigating officer (IO) and possibly an SIO, and a police search adviser (PoISA).</p> <p>There should be a press/media strategy and/or close contact with outside agencies. Family support should be put in place where appropriate. The MPB should be notified of the case without undue delay. Children's services must also be notified immediately if the person is under 18.</p>

In considering whether the risk presented is 'very likely', there should be an assessment of live and relevant information or intelligence related to the individual during that missing episode. An effective THRIVE+ risk assessment should take into consideration the immediacy of any such risk.

Risk of serious harm has been defined as (Home Office 2002 and OASys 2006):

'A risk which is life threatening and/or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible.' (APPCOP)

Reviews by Police:

The purpose of the reviews of missing person's cases is:

- Re-assess the level of risk
- Check for outstanding and incomplete tasks
- Quality assure tasks undertaken
- Set new tasks and enquiries in order to progress the investigation effectively

Each open case must be reviewed when appropriate and at least at 24-hour intervals – 8 hours in High Risk cases. A Detective Inspector or Senior Investigating Officer should provide an investigative review when appropriate or required to do so, and at least following 48 hours in Medium Risk cases or 24 hours in High Risk cases.

6.5 Parents/carers and foster carers are expected to conduct basic enquiries as outlined in paragraph 6.1, where necessary this will be supported by social workers or EDT before notifying the police. These checks are required before involving police.

6.6 Nevertheless, where the young person's whereabouts are unknown the Force Control Room will not refuse to accept missing reports for children where the child may be in immediate danger of harm.

6.7 If the child's whereabouts are unknown, the Police assess and record risk as necessary (not absent). The caller needs to inform the Police of all known risks as the risk assessment will determine the urgency and resource level of the investigation.

6.8 Professionals across agencies need to be certain that they are communicating their concerns in a way that other professionals understand. Terminology can mean different things to different professionals, each person is responsible for articulating their actions, meaning and concerns in a way that does not make assumptions.

6.9 There will be occasions when people may be reported as missing who are wanted in relation to:

- * their suspected involvement in a criminal investigation
- * an outstanding warrant issued by a court
- * having absconded from lawful custody/care - being absent without leave (AWOL)
- * having entered the country without appropriate authority (see immigration cases).

Police should evaluate each case on an individual basis and respond appropriately. If a person is wanted for a minor matter but the missing persons risk assessment indicates a high risk, then it may be appropriate to deal with the case as a missing persons enquiry. Conversely a low risk missing person wanted for a significant offence may be more appropriately dealt with as a wanted person and the correct investigative approach applied.

Forces should seek to avoid duplicating the investigation and record keeping. The investigating or supervisory officer will need to consider and decide which response and investigative approach to take based on a risk assessment and should be guided by the national decision model.

The views and motives of the person making the report should be taken into consideration when completing the risk and deciding whether to treat a person as “missing” and recorded onto the compact system

If a compact record has been created and through enquiries it becomes apparent that the person is wanted and evading police and professionals to avoid detention, then a request may be made to the Missing & Mental Health Team lead to review the missing person investigation.

A decision may be made to close the missing person investigation considering the enquiries and transfer oversight and ownership to the OIC for the criminal investigation for further arrest attempts to be made.

7.0 Missing from Health As a partner agency Health play a pivotal role in the location and safeguarding of a young person during and after a Missing Person episode.

7.1 For those young people identified as high risk due to health conditions i.e. epilepsy or diabetes etc. immediate contact should be made with:

Gloucestershire Hospitals Trust: ghn-tr.safeguarding.children@nhs.net

Gloucestershire Health and Care Trust: Safeguarding2@ghc.nhs.uk

7.2 For young people with an extended Missing Person episode (over 48 hours) an alert to be sent to:

Gloucestershire Hospitals Trust: ghn-tr.safeguarding.children@nhs.net

Gloucestershire Health and Care Trust: Safeguarding2@ghc.nhs.uk

7.3 When a child or family are known by health care staff to be missing, the subsequent actions of the staff will depend on the circumstances of the case (i.e. whether there are concerns regarding either physical or mental health, or the child/family is known to social care). Staff should have access to and adhere to this protocol and follow any specific guidance within their own organisation i.e. ensuring sensitive information is shared as appropriate and in relation to the risks posed due to the Missing episode.

7.4 For those young people being supported by CAMHS who have a Trigger Plan (section 23.0) guidance can be provided by Mental Health professionals, during strategy meetings or via consultation with the allocated social worker. However, this will not override a Police Officer's risk assessment during an ongoing incident.

8.0 Children Missing Education

8.1 If a child is on a school roll and has stopped attending and no contact can be made with the parent to establish a reason for the absence, or if they have not returned from holiday within 10 school days of the expected date of return, the school should try to establish the family's whereabouts within 10 school days. It is vital that schools put in place appropriate safeguarding responses for children who are absent without authorisation, including for significant periods of time, and for children who go missing from school, particularly on repeat occasions. Schools should contact the Education Inclusion Service by calling 01452 427274 or emailing attendance@gloucestershire.gov.uk for a conversation about the absence, and ensure GCC is notified of the absence: if the school shares its data with GCC through the data feed then they do not need to notify GCC separately; however, if this is not the case, the school needs to securely return the [10-day absence reporting template](#) to attendance@gloucestershire.gov.uk by Egress. The 10 day absence section is on the attendance page: <https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/>

If they have ceased to attend the school, and the forwarding address/new school is not known, the school should contact: Missingpupil@gloucestershire.gov.uk

The Local Authority guidance on Children Missing Education and Missing pupils (family whereabouts unknown) is available to download from <https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/children-missing-education/>

8.2 Children who go missing from school or are absent from school are not automatically missing from home or care. Schools should follow their own Attendance Policy working closely with parents or guardians and only if a child's whereabouts are unknown after all reasonable checks and searches have been made (see section 6 of this policy) and there are concerns about the child's safety that parents/guardians and schools should contact the police. The expectation is upon the school to ensure a child is reported as a Missing Person (as the safeguarding professional) whilst also encouraging parents to also report and search.

9.0 Missing from Care during External Activity

9.1 The person in charge of the activity or trip will act *in loco parentis*. Every effort will be made to find the child or young person, before and after reporting them to the police. They will organise a local search if staffing levels permit. They will notify:

- Police - in the area of the activity/last seen i.e. Thorpe Park – Surrey Constabulary

- Children's Services emergency team on 01452 614758 (24 hours)

- A senior manager within the organisation running the trip

9.2 The senior manager of the team will be responsible for ensuring the general procedures in relation to a missing child are followed. The senior manager of the team and the person in charge of the party will decide within 24 hours of the absence whether the party should return home. Ongoing communication regarding the missing child will be maintained between the home and the Police local to where the child went missing.

9.3 Before planning any off-site visits/activities for children in care, activity leaders and care managers are advised to read Gloucestershire County Council guidance on offsite activities.

10.0 Unaccompanied Children Seeking Asylum

10.1 The local authority is responsible for looking after unaccompanied asylum-seeking children (UASC), who are a particularly vulnerable group. They may have been trafficked into the UK and are likely to remain under the influence of their traffickers, even whilst they are looked after. It is possible the child may be contacted by their traffickers and abducted again. They may already have been reported missing from the care of other local authorities.

10.2 The assessment of need is critical and will seek to establish:

- Considering the young person's social history, paying attention of their journey to the UK
- Child's background before they came to the UK
- Reasons that the child came to the UK
- Child's vulnerability to the influence of traffickers

10.3 If there is any indication of previous trafficking, a referral to the national Referral Mechanism (NRM) will be necessary. The local authority will work with the UK Visas and Immigration (UKVI) and UK Human Trafficking Centre (UKHTC) who are knowledgeable about trafficking into the UK. UKVI staff will advise if the child fits the profile of a trafficked child.

10.4 The care plan will include a risk-assessment of the UASC going missing. The assessment and risk-assessment process will need to be sensitively managed. The child may not be able to disclose full information about their circumstances immediately and will need to feel they are in a safe and secure place. The location of the child should not be divulged to any enquirer until their identity and relationship with the child has been verified, if necessary, with the help of police and immigration services.

10.5 It will be necessary to continue to share information with the police and UKVI about suspected crimes against the child, risks to other children, and other immigration matters.

10.6 If a young person is working with Youth Justice Services at the time of a Missing episode a missing report must be submitted, preferably by the person to last see them. However, if a parent or placement is unwilling to report the young person missing a professional needs to ensure the safeguarding risk of being missing is addressed. If there need for a Warrant (i.e. breach of residential requirement) this can be request as a secondary need and Children's Social Care and Youth Justice professionals should not rely on a Warrant to manage the risks of a missing young person.

11.0 Role of Social Care Emergency Duty Team (EDT)

11.1 For those young people where EDT have been informed that a young person has been reported Missing the EDT worker on duty will attempt to contact the young person to ascertain if they are willing to talk and confirm if they are safe. Any relevant information can then be forwarded to the Police via 101.

12.0 Role of Gloucestershire Constabulary

12.1 After reasonable steps have been taken but the child is still missing, the Police should then be informed and given a recent photograph of the missing child or young person, even if the most recent or only available photograph of the missing person is in electronic format.

12.2 Responsibility for leading and managing investigations into missing people lies with the Duty Inspector. There is a Duty Inspector on available 24 hours a day. The Duty Inspector can be contacted via the Police Force Control Room on the non-emergency number 101 or on 999 in case of emergency.

12.3 Strategic responsibility for missing persons sits with a Chief Inspector in Community Harm Reduction and can be contacted through the police non-emergency number 101. Support is provided by an Inspector who is the Tactical Lead for Missing, also based within the Harm Reduction Team.

13.0 Missing and Mental Health Team [Police]

Gloucestershire Constabulary has a Missing and Mental Health Team, based within Community Harm Reduction and work closely with the Child Sexual Exploitation Team, based at County Police Headquarters, Quedgeley. Responsibility for and ownership of investigations sit with the Duty Inspector, but the Missing and Mental Health Team will focus upon Safeguarding, Intervention and Prevention of missing episodes and are available to give advice and assistance to both police officers and partners involved in dealing with missing persons.

The role of Missing and Mental Health Team includes the following responsibilities:

- Having knowledge of current investigations and offering assistance and guidance where necessary.
- Providing tailor made intervention and prevention work to Individuals who are at high risk, and/or having repeated missing episodes. To include managing appropriate trigger plans.
- Quality Assuring both open and closed investigations.
- Act as a central point of contact for external partners such as Missing People, National Missing Persons Bureau and Social Services.
- Organise multi-agency meetings to manage Child Exploitation risks.
- Assist the Learning & Development Unit in delivering training on good practice for missing person investigations and using Compact.

13.1 The Duty Inspector will set a media strategy in liaison with the Gloucestershire Constabulary Press Office and any partner agency. Where a missing child is felt to be especially vulnerable or where they have been missing for a long time, it may be helpful to make a media release. This would normally be done in consultation with parents and the Children's social worker. However, for operational reasons primacy for such decisions lies with the police.

13.2 An automatic email from Compact is sent to the MASH at Gloucestershire County Council and a copy is sent into Missing People charity. A text also goes to the young person's last known mobile telephone number.

13.3 Gloucestershire Constabulary may use the websites www.missingpeople.org.uk and www.missingkids.co.uk to publicise the fact that a child or young person is missing.

14.0 Child Abduction Warning Notices

14.1 Child Abduction Warning Notices (CAWNs), are a useful tool aimed at tackling incidents where children or young people under 16 years old (or 18 under a Full Care Order) go missing and are often found with families or persons who are over 18 and pose a risk to them. It is anticipated that this procedure will be used in a limited number of cases per year and should reduce the willingness of adults to allow a child or young person to remain missing. To Notice is to be used to tackle people who target children and young people for exploitation, gang activity and other forms of abuse. Partner agencies should contact the Police on 101 to discuss the potential use of this procedure. CAWNs can also be considered and discussed at a strategy meeting. Please see Appendix 4 for further CAWN information

14.2 Relevant Legislation: There is no statutory or other legislative provision dealing specifically with the issuing of CAWNs. Child abduction is a criminal offence. CAWNs are served to individuals who are believed to place a child at risk of offences being committed against them under the following legislation:

- Sec 2 Child Abduction Act 1984 (child under 16).
- Sec 49 Children Act 1989 (child under 18 subject of Sec 31 Care Order). (This does not apply to children or young people who are voluntarily accommodated under Sec 20).

(Taken from NPCC document "Guidance for Safeguarding Children through use of a Child Abduction Warning Notice 'CAWN' 2017)

- CAWNS should not be used as a substitute for prosecuting criminal behaviour – Home Office, Child Exploitation Disruption Toolkit.

15.0 Return of the Child

15.1 It is the responsibility of the carer to contact the police and confirm that the missing child has returned.

15.2 Outside office hours, the Emergency Duty Team will take responsibility for arranging emergency accommodation when necessary.

16.0 Arranging for the Return of the Child or Young Person

16.1 The social worker / EDT worker should help carers to arrange the child's return. They will inform the police that the child has been located by calling 101. Police officers will not routinely transport children missing from care once they have been found – this remains the responsibility of carers, the social worker or EDT worker.

16.2 The local authority will consider whether the child or young person should be returned to their current placement. This will be done in consultation with other professionals. If there are suspicions about abuse in the placement, alternative options will be considered by the child or young person's social worker to identify a suitable responsible adult and/or accommodation. Out-of-hours, EDT will be contacted.

16.3 On their return, children and young people will be given care and support and their immediate needs will be met i.e. hot drink, food, and medical attention, as necessary. Children and young people will be given the opportunity to talk about their experiences, their reasons for running away and any concerns should be taken seriously.

16.4 If a child is located but refuses to return home, and there is a risk of further running away, alternative accommodation needs to be considered by professionals who may contact the Police Force Control Room to perform a check on alternative addresses.

Police Protection Powers can **only** be used where the child is in **immediate risk of harm**. It is not possible for Police to return a child to an agreed location **against their will**.

All professionals are to make every effort to return a child or ensure safeguarding measures are in place.

16.5 The child or young person's electronic file should be kept up to date throughout the process with clear recording of all decisions and actions taken.

17.0 Safe and Well Check

17.1 A Missing record on COMPACT cannot be closed without completing a Safe and Well check / Prevention Interview to establish the reason for the missing episode and confirm the wellbeing of the individual concerned. A police officer or in rare cases another relevant professional, will carry out this interview face to face and as soon as possible after the child or young person has returned. The interview provides a valuable opportunity to find out useful information that may indicate harm suffered by the returning person. It can also identify details that may help trace the person in the event of a future missing episode the person will also be offered an independent return interview. It is made clear that Gloucestershire Police and Gloucestershire County Council share information as appropriate.

17.2 Once the Safe and Well Check/Prevention Interview has been completed, Police will close the missing person investigation, an automated Found Notification is sent to the Gloucestershire MASH.

17.3 Where a crime is revealed, the police will investigate and may need to secure evidence such as the child or young person's clothing or mobile phone. It may be necessary to identify and secure the scene of the crime as per PACE guidance.

17.4 Police Officers should complete a VIST (Victim Identification Screening Tool) when vulnerability is identified, significant information or significant harm has been revealed in the Safe and Well check. If the child is considered at significant [imminent] harm then officers should use Police Protection Powers.

18.0 Return Interviews

Gloucestershire believe that all young people and children should receive an assertive outreach for Return Interviews – regardless of care status. By doing so we can identify those young people who need help at the time of an initial missing incident.

18.1 'Return interview' is the term applied to the safety, needs and risk assessment carried out by a child or young person's social worker or independent worker from YST. The return interview is a conversation with the child or young person and is additional to the police 'safe and well' check. It is a mandatory requirement to offer a Return Interview. A child or a young person can decline to talk to about the missing incident, however professionals should always encourage them to feel able to talk either at the time or a later date.

Ofsted 2013 Missing Children Report

'The staff at the children's home tried to talk to me about why I went missing. The more I went missing, the less they tried.'

18.2 The Local Authority is responsible for offering a return interview for all episodes including cluster episodes of missing. This should happen as soon as possible, and it is recommended that this interview takes place within 72 hours. Recognition of the needs of the young person may require the Return Interview being completed outside of the 72 hours.

TECRC (The English Coalition for Runaway Children) July 2017 quote for a young person who had been missing *'The way I see it I wouldn't want something bad to happen and then two days later someone be like 'so how was that, how did you feel?' In some cases that might just throw someone back completely and make them feel really put off... Maybe someone wouldn't want to talk about it after 3 days maybe a week or so would be fine.'*

18.3 The purpose of the interview is to:

- Identify and address any harm the child has suffered
- Understand the reasons the child went missing
- Establish the circumstances which led to the missing episode
- Inform future prevention strategies
- Inform any future missing person investigation
- Gather information about who harboured the child to enable proactive strategies such as the use of a Child Abduction Warning Notice

18.4 Agreement should be reached with the child / young person about when and where to undertake the interview using Fraser guidelines to ascertain if parents need to be informed. Those with parental responsibility should be told if a child is 12 years of age or younger.

http://www.nspcc.org.uk/inform/research/questions/gillick_wda61289.html

18.5 Clustering of a Return Interview should only occur for multiple episodes within a 7-day period. The form should reflect this grouping to identify the motivations continue to be missing.

18.6 If a Return Interview is declined? Return Interviews are voluntary, however, steps should be taken to encourage both the parents/carers and young person to engage either with the allocated social worker, existing professionals, or an independent return interview worker. If a child is 13 years or older the permission to approach the young person directly can be given by the young person in-line with Fraser

Guidelines. If a child is under 13 and parents refuse to allow the approach a rationale would be requested for example, if a return interview could re-traumatise the child. If professionals have safeguarding concerns due to the Missing episode a strategy meeting can be requested to consider Section 47 action.

19.0 The outcome of interview

19.1 The interview will be recorded on the missing person Return Interview form and stored in accordance with the Local Authority's administrative procedures.

19.2 If it is suspected that the child or young person has been a victim of exploitation whilst they were missing, consideration will be given to a Police investigation and a CE screening tool should be submitted to the MASH by the professional completing the Return Interview.

19.3 Relevant information from Return Interviews to be shared with the Police via the Police Intelligence submission form (please see Appendix 3). In some circumstances, the child may make sensitive disclosures that need careful management.

20.0 The Role of the YST

20.1 The YST undertake return interviews with children and young people reported missing from home who are not known or open to Social Care, and can provide brief one to one support to reduce the risk of further Missing episodes as per GCSB guidance. Any safeguarding concerns are immediately referred into Children's Social Care.

The YST will also completed Independent RIs. The decision for an independent return interview depends upon:

- If the young person requests an independent interview from the Police or Social Care
 - Any young person in contact with YST staff requesting support will be offered an independent return interview, and the YST will then work with existing professionals to support the young person.
- If a Social Worker or other lead professional requests an independent return interview.

The YST works collaboratively with the Police and Social Care to provide advice and guidance [of the process] and monitoring performance.

20.2 Missing Team [YST]

The YST has a dedicated team specifically to support frequently reported Missing Persons (under 18s). they support social workers (and existing professionals) for young people identified within the **Top 20 Missing list or are of high risk of missing;**

- Provide additional support to ensure **completion of return interviews**, by liaising with existing professionals working with the young person.
- Independent Return Interviews when no other existing professionals can see the young person within a reasonable timeframe.
- Monitoring and maintaining the **Trigger Plan**.
- Provide consultation and liaison regarding specialist Missing concerns.

- Provide a link between social workers and social care management and the Weekly Missing Reviews held with the Police (Missing & Mental Health Team).
- Partners in the Missing & Child Exploitation monthly Panel.

The YST partners with the Missing & Mental Health Team at the Weekly Missing Review to monitor Children's Social Care and partner agency response regarding a young person's missing episodes, to ensure strategy meetings, Trigger Plan and CE Screening tools are being maintained.

21.0 Children in Care placed out of Gloucestershire and placed in Gloucestershire

When a child or young person is reported missing from a placement and is accommodated under Section 20 Children Act 1989 (where the Local Authority cares for the child with the consent of those with parental responsibility and does not have parental responsibility itself), the police have no power to return the child or young person to their placement (or place of safety) without their consent. In such circumstances, the child or young person should be actively encouraged to return. If the child or young person refuses to consent, the police will assess whether there are safeguarding concerns for their welfare and/or in connection with the circumstances (or location) at which they have been found.

When a child or young person is subject to a Care Order, the child or young person can be returned to their placement, unless it would not be safe to do so. If this is the case the Police will discuss with the responsible Local Authority to establish an immediate course of action.

For those children or young people who are cared for by Gloucestershire but have been placed out of Gloucestershire (these are considered the most vulnerable and at-risk children in the care of Gloucestershire County Council) they must receive an exemplar level of support from their allocated Social Worker and have oversight of any Missing episodes. This will be done through:

- Working with the host local authority where a child has been placed.
- Ensuring that Trigger Plans are shared with the host constabulary and local authority.
- Sharing relevant information from Return Interviews.
- Ensuring that timely strategy meetings are held with the host local authority and Constabulary.
- All information and missing episodes should be recorded on Gloucestershire Children's Social Care database.

Young people and children placed in Gloucestershire will be monitored by Gloucestershire Police and Social Care as part of the Weekly Missing Review. The expectation and onus is on the responsible Local Authority to complete Return Interviews and liaise with Gloucestershire Police and Social Care regarding Trigger Plans and Strategy meetings.

22.0 Response to monitoring/escalating risk and need – Safeguarding and Strategy Meetings

22.1 If, during the course of a missing person investigation (or during the Safe and Well Check), evidence comes to light which raises concerns that a child is at risk of significant harm, the police officer should complete a Vulnerability Identification Safeguarding Tool (VIST) which is sent to the Central Referral Unit (CRU). The circumstances of the case will be reviewed by the CRU, for further assessment. Once a child is located, if the child is considered at significant [imminent] harm then officers should use Police Protection Powers.

22.2 Referrals for service should be passed on to Children's Social Care via the Gloucestershire MASH.

22.3 Whenever there is a significant concern, or the child is missing for 48 hours or 3 times in a 90-day period, a strategy meeting should take place to determine whether a Section 47 investigation should follow.

22.4 During strategy meetings each agency will share recent relevant information with partners. Risks to the child will be assessed, agreed and harm reduction and disruption measures will be identified. The meeting will produce a clear Action Plan, with times scales, named lead professionals and regular review dates. Minutes will be circulated electronically to attendees by secure email. The minimum that should be completed should be a CE screening tool and a Trigger Plan.

22.5 In addition, where the child is a Child in Care, Children's Social Care advise the Independent Reviewing Officer who will consider if it is appropriate to hold a CiC review.

22.6 Where concerns about the child do not meet the Section 47 threshold any agency or professional may call a multi-agency professionals meeting, regardless of the number of missing episodes. A representative from Social Care/Localities Team should attend these meetings where appropriate if a child or young person is not already allocated to a Social Worker

23.0 Trigger Plans

23.1 There is a standard trigger plan template which was developed by the Police in consultation with Children's Social Care. Any professional can complete a Trigger Plan for a young person. However, ideally this should initially be completed by the person with most knowledge of that young person (usually the Social Worker). This can then be shared and agreed between relevant professionals. Wherever possible, the young person and carers should also be involved in the completion of this plan. Once a Trigger Plan is completed, it should be sent to the Police Missing and Mental Health Team where it will be reviewed and attached to police systems. The Trigger Plan is a document to support professionals to share information regarding how to find the young person, how to engage with them and what actions should be undertaken in the event of a missing episode.

23.2 Trigger Plans should be considered:

For any young person for whom a professional has identified as being at risk should they go missing. This includes all young people being placed out county and young people being placed in county. It is not necessary for a young person to have already gone missing prior to a Trigger Plan being created.

A Trigger Plan will be requested for any child/young people who has been reported missing 3 times in 90 days or have been reported missing for 48 hours. As monitored in the Weekly Missing Review,

Trigger plans should also include the following information to support Police when returning a child to a commissioned placement:

- For Residential placements: the name of any keyworker(s)
- For Foster placements: details of any time(s)/day(s) when carers would not be available.
- For Semi Independent provision: details of daily support offered by placement (e.g. number of hours and when), details of night support (e.g. core hours, shared or service user specific)

24.0 Monitoring and Responsibility for Children and Young People Going Missing

24.1 The designated Missing from Home or Care strategic leads for safeguarding in Gloucestershire, will ensure:

- Implementation of and compliance with this procedure across partner agencies.
- Sharing of information about patterns of absence among children in care to the GSCP.
- Monitor policies and performance relating to children missing from home.

25.0 Weekly Missing Review, RAG & Missing & Child Exploitation (MACE) Panel

25.1 Each week Police, SCS and YST meet to review all missing children in the last 7 days, tracking returning interviews, Trigger Plans, Child Exploitation screening tools and Strategy discussion as per this protocol

25.2 Each month the Police Analysts will circulate within the Constabulary and to partners, a list of the top 20 repeat missing people, and persons who have had a High-Risk Missing episode within the last calendar month.

25.3 A monthly Multi Agency RAG (red, amber or green) rating meeting will then take place to discuss the individuals identified by the Analysts, to determine the appropriate actions required. One of the following outcomes will be determined for each Individual:

- The child will be referred to the monthly MACE Panel for further multi-agency oversight as they are deemed to be at a significant level of risk.
- The child does not require MACE intervention; however, further actions are required. (These will include but are not limited to: the creation of a Trigger plan, completion of CE screening tool, allocation of a Missing Team Intervention worker).
- There are no further actions or interventions required at this stage. (Note, – these criteria will be used very rarely).

25.4 All persons identified by the Analysts each month should have a Trigger Plan and CE Screening tool requested for them.

25.5 MACE Panel – this is a monthly multi-agency tactical oversight meeting which takes place to discuss the young person who has been referred via the RAG process, or via another professional who has raised significant concerns for a young person and discussed with MACE Chair. Relevant professionals working with the young people will be invited to the meeting by the Coordinator.

25.6 The purpose of the meeting is to enable a multi-agency approach and oversight of those young people deemed to be at significant risk. By doing this, it will ensure that each Agency is actively exploring and responding to any outstanding needs of that young person to ensure that they are appropriately safeguarded and that risks are minimised.

A MACE does not replace safeguarding or CP procedures.

25.7 The effectiveness of this guidance will be monitored quarterly by the Child Exploitation / Missing from Home and Care Subgroup and there is clear analysis of information that informs local service development and provision; any issues will be reported to GSCP. The meeting will therefore include consideration of:

- Incidents of missing young people from home and care.
- Analysis of missing from home incidents, including patterns and outcomes.
- Links with other relevant information in relation to Private Fostering and Sexual Exploitation.
- Safeguarding implications.
- Practice and procedural issues.
- The CE/Missing Subgroup will present a quarterly report and an annual report to the GSCP.

26.0 Resolution of Professional Disagreements / Escalation

26.1 Workers supporting children and young people who run away should use the Escalation Policy to address concerns about the response of other agencies or departments if it is felt that decisions taken are not addressing safeguarding issues raised in individual cases. This guidance can be accessed through the GSCP website (<https://www.gloucestershire.gov.uk/gscp/>) under Gloucestershire Procedures and Protocols or directly from the SW procedures website (www.swcpp.org.uk/swcpp/swcpp_procedures.htm)

26.2 Staff in partner agencies should consult their line manager on how to escalate a professional disagreement.

27.0 Role of Local Authority Commissioning

27.1 A child is placed by the local commissioning team in accordance with the requirements and direction of Children's Social Care, and packages of support for each child will differ to reflect their need.

27.2 The responsibility of the commissioning compliance team is to ensure that the provider can evidence that the Gloucestershire Missing protocol is followed and has links into its own Missing Policy. This is done through regular meetings and discussions with the provider and the annual Quality Assurance Review. If it is shown that there are failings from any of the partners, the commissioning reviewer will act by highlighting these and requesting a full action plan to be submitted to rectify the issues, with set timescales.

APPENDICES

Appendix 1 Definitions

The following definitions apply to this guidance and relate to children who go or have gone missing.

Child: A child or young person under the age of 18 with the exception of a former relevant child within the meaning of the Children (Leaving Care) Act 2000; these young people continue to be the responsibility of the local authority up to the age of 21 (24yrs if in receipt of full-time education).

Missing Person – APP COP Definition: “

‘Anyone whose whereabouts cannot be established will be considered as missing until located, and their well-being or otherwise confirmed.’

All reports of missing people sit within a continuum of risk from ‘no apparent risk (absent)’ through to ‘high-risk’ cases that require immediate, intensive action (APP COP)

N.B. For the purposes of this protocol a missing child will be defined as one where the missing episode has been reported to the police and or recorded on the police compact database. **Unauthorised absence** is not a category of absence which should be reported to the Police. The responsibility for managing this category of absence lies with the manager of a residential care home or carer.

Child in Care: A child is a child in care of the local authority if s/he is “in care” by reason of a court order, or if s/he is provided with accommodation for more than 24 hours by agreement with her/his parents or with the child if s/he is aged 16 or more. If the child is subject to a Care Order or Interim Care Order (Section 31 of the Children Act, 1989), then Children’s Services acquire parental responsibility and become a legal parent alongside the parent/guardian.

If the child is accommodated under S20 of the Children Act 1989, is looked after by the Local Authority with the voluntary agreement of his/her parents, or with the child if s/he is over 16 years old. Parental responsibility remains with the parent/guardian.

Absconded: When a child or young person has gone missing who is subject to an order or requirement resulting from the criminal justice process (e.g. remands, curfews, tagging, conditions of residence) or a secure order made in either civil or criminal proceedings. A young person in this category must be reported to the police without delay. Police must be made aware of the order under which the child has been placed in the residence and the expiry date of the order for the child to be classified as an absconder. If the expiry date of the order is not known, the child or young person will be classified as a “missing person” not an absconder.

Child Sexual Exploitation: Child sexual exploitation is a form of abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity(a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; It can occur through the use of technology – from Working Together to

Safeguard Children (HM Government 2018a) & Child sexual exploitation: Definition and guide for practitioners (Department for Education. 2017)

Child Criminal Exploitation: Child criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity....(a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology – from Working Together to Safeguard Children (HM Government 2018a) & Serious Violence Strategy (HM Government 2018b)

Appendix 2 Police COMPACT Risk Assessment

Thrive + methodology should be the primary risk assessment tool to be used.

T – Threat

H – Harm

R – Risk

I – Investigation

V – Vulnerability

E – Engagement

+ Prevention and Intervention

COMPACT will also provide several questions that need to be completed to help with the risk assessment.

COMPACT risk assessment questions

Assessment Completed: date/time

Risk Assessment Level:

Personal Circumstances

1. Is the missing person vulnerable due to age or infirmity or any other similar factor?
2. What steps have you [caller] taken to already try and find the missing person? Phone call, search etc. Is their location known?
 - a. **Is the location of concern? If so why Child Exploitation, Domestic Abuse etc – NO LONGER A MISSING PERSON EPISODE – WELFARE CHECK.** What have you [caller] attempted to encourage to safety
3. Behaviour that is out of character is often a strong indicator of risk; are the circumstances of going missing different to normal behaviour patterns?
4. Is the missing person suspected to be subject of a significant crime in progress, for example abduction?
5. Is there any indication that the missing person is likely to commit suicide?
6. Is there a reason for the missing person to go missing?
7. Are there any indications that the missing person has made any preparations for being away?
8. Did the missing person fail to complete their last known intentions? If so, what was the person intending to do when last seen (for example going to the shops or catching a bus)?
9. Are there family or relationship problems or a recent history of family conflict and/or abuse?
10. Is the missing person a victim or perpetrator of domestic violence?
11. Does the missing person have any physical illness or mental health problem?
12. Is the missing person on the Child Protection register or a Child in Care?
13. Has the missing person ever suffered or been exposed to harm in a previous missing episode?
14. Is there a belief that the missing person may not have the ability to interact safely with others in an unknown environment?
15. Does the missing person need essential medication that is not likely to be available to them whilst they are missing?
16. Is there any ongoing bullying or harassment, for example racial, sexual, homophobic, local community concerns or cultural issues etc.?
17. Was the missing person involved in a violent and/or racist incident immediately prior to their disappearance?
18. Does the missing person have any workplace (school/college/university/place of work) or financial problems, for example truancy, threat of expulsion/redundancy/sacking, debt or possible or known blackmail?
19. Does the missing person have a current or previous history of a drug or alcohol dependency?

20. Are there any other unlisted factors that the officer or supervisor considers should influence this risk assessment?

Risk Assessment Level:

Officer's Details

Completing Officer:

Supervising Officer:

Signed off by Supervising Officer on:

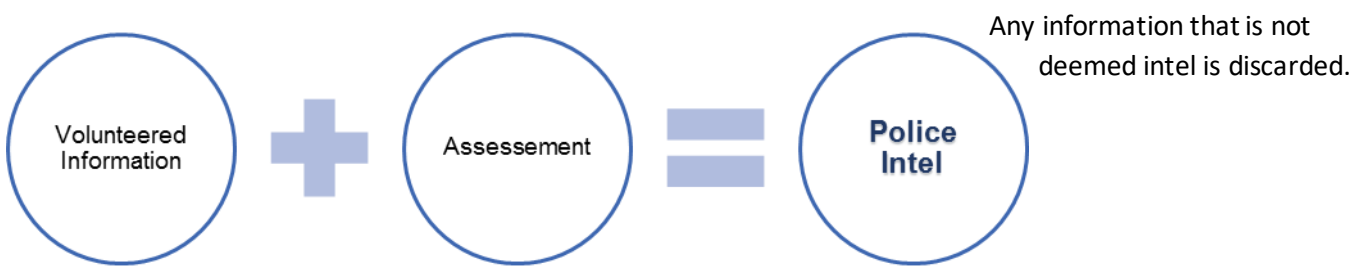
Appendix 3 What is Police Intelligence?

Information can come from any source, young people, general public, neighbours, support workers or professionals. When it comes into the Police it is raw information that needs to be assessed to ensure that it is;


- Accurate – identifiers age, names, aliases
- Adequate – is easily understandable
- Relevant – to the Policing process – victim, offender, location and theme (VOLT)
- Timely - how current or is this duplicate of old information?
- Not malicious i.e. dispute between neighbours


Information will be assessed against other information held by the Police

- internal and external databases i.e. PNC, UNIFI etc.
- CCTV systems
- [covert human intelligence sources \(CHIS\)](#)
- automatic number plate recognition systems
- community intelligence
- forensic intelligence product
- communications data

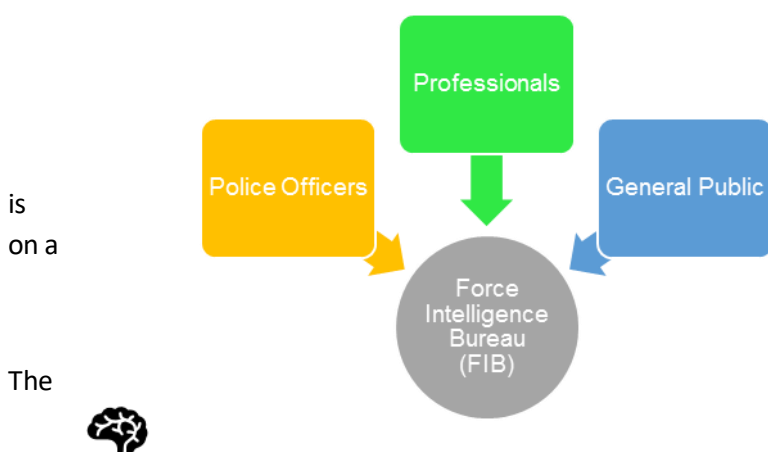


Wherever the information has come from (a source) **must** be protected

 Information that has come from only one person is only used if it is safe to do so i.e. CCTV footage to back up information. Intelligence will not be used if it puts the informant at risk i.e. partner in a DA relationship.

 Information from several different sources – where lots of people would know or have seen the ‘intel’ can be used more openly in a Police investigation.

Where does the information need to go to?



Sharing information with a Police officer not the same as sending information in Police Intel form.

Force Intelligence Bureau holds all the

information across all the Police databases (it is the big brain we associate the Police by knowing everything!). Information held by FIB is then

- Developed – by Police Analysts in FIB
- Disseminated – information sharing proportionate (in-line with the Human Rights Act 1998)
- Mapped – for links to organised crime groups or trafficking etc.
- Held to a National Standard – Information Management & Operational Requirement Co-ordinating Committee

To be able to make sure information sent in is as accurate as possible, the Police need information from the person who has seen or heard it.



Young person tells you 'something'



You then tell another professional the 'something' that you've been told....



This 'something' is then shared in a strategy meeting – the Police are present...



The Police officer at the strategy meeting (or whom you've emailed) will not send into the Force Intelligence Bureau as it should come from you to make sure it is as accurate as possible.

If you have been told information by a young person, parent or carer please make sure you are the professional/support worker etc that completes the form. Expecting another worker to complete the form can delay FIB from using the information to keep a young person safe.



- Always give as much detail as you can such as dates and times or aliases i.e. *Stumpy*.
- Be clear about how you came to know – were you told, or did you witness and when
- Be clear who else knows this information
- Partial information can be just as helpful – FIB may already know who *Stumpy* is but didn't know that *Stumpy* is associating with vulnerable young people.
- Make sure you are clear i.e. which High Street in which town there are approx. 20 High Streets in Gloucestershire.

The form can be found at <https://www.gloucestershire.gov.uk/gscp/safeguarding-resource-library/missing-protocol/>



Appendix 4 Easy Guide to CAWNS

What is a Child Abduction Warning Notice?

A CAWN can be used where a person is suspected of taking a child away from parental control that may lead on to committing an offence of child abduction.

The advice is aimed at safeguarding young people under the age of 16 years (or under 18 if in local authority S31 care), who through association with others make them vulnerable to potential abductors.

Evidence suggests that children and young persons who go missing are vulnerable to abuse and exploitation including child exploitation.

It should be noted that episodes of going missing may be an indicator of risk of harm and that a CAWN may be effective in protecting a child who goes missing frequently from an abusive adult. CAWNS can be equally effective in addressing coercive, controlling or grooming behaviour which is not specifically related to episodes of going missing.

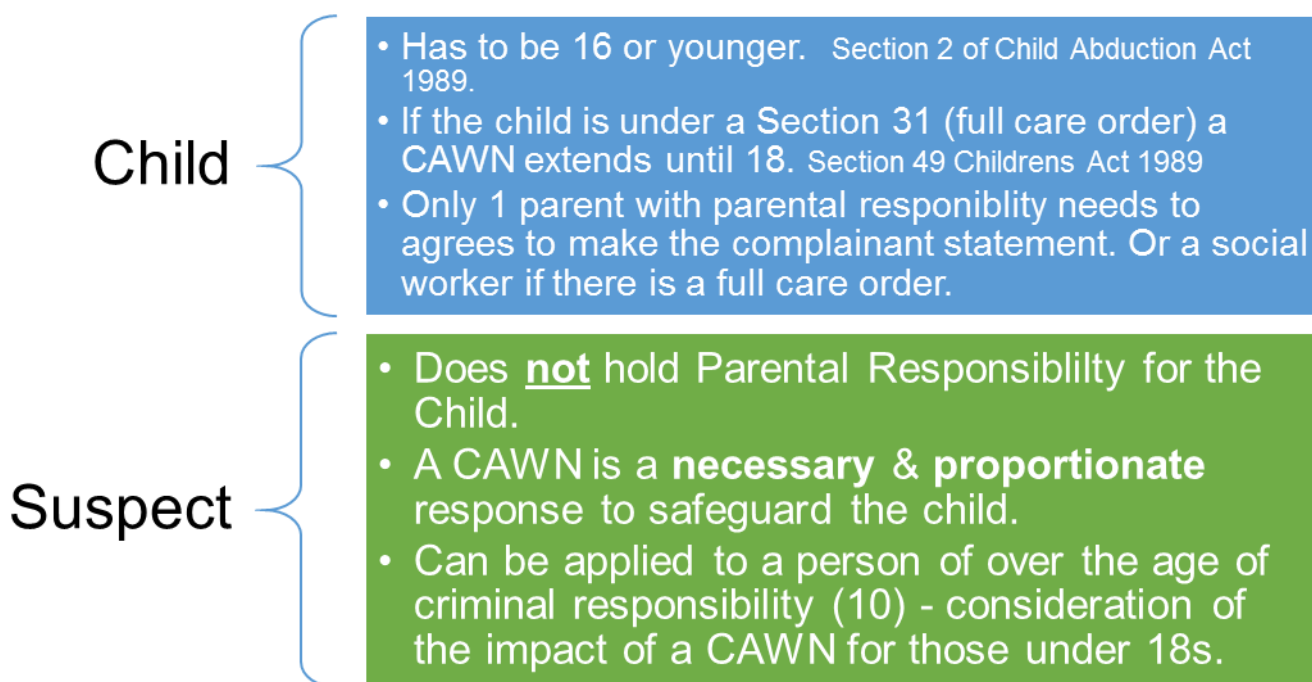


Previously called *Harbourers Warning* – the CAWN is a warning to an individual rather than address. It is the person (with the CAWN) to make sure the child does not meet or stay with them in any situation.

A CAWN may be issued where:

- *no criminal offences are committed*
- *the person is associating with children for whom they hold no parental responsibility*
- *it is a necessary and proportionate response to safeguard children or a child.*

Who does a CAWN effect?



NB CAWNS may appear on an Enhanced DBS check as non-conviction information. CAWNS are reviewed by Police – after a period of non-activity information regarding the CAWN will not be retained on PNC. During a DBS check ‘checks & balances’ may be employed by a chief officer.

When should a CAWN be use?

If the 'suspect' has either been deemed a concern or has repeatedly remained in the company of the young person.

- A CAWN is a safeguarding tool – it is not alternative to a prosecution.
 - If there is evidence of a crime, this should follow investigation procedures.
- Concerns/suspicious that the child is being encouraged to run from or stay away from 'responsible care'.
- Concerns/suspicious that the child's behaviours or association with the suspect is a safeguarding worry
- When the child is found in the company of the suspect – there is not enough evidence for an investigation for abduction, however there is a suspicion.

There is no identified number of times or specific situations necessary for a CAWN to be considered.

What's needed for a CAWN to occur?

A Police officer to take a statement from the a person who is responsible (lawful care of) the child

The boundaries and needs of the parent/carer have been made clear to the child

Concerns the parent/carers has about the child's association with the suspect

The CAWN is served as soon as possible on the individual

Clear identification of the child, name, age, date of birth and any street names or aliases.

Photograph of the child

- The individual is informed who is requesting the CAWN – social worker or parent/carers
- The statement of the concerns – any comments made in response are noted by the serving Police Officer.
- Photo is shown to the person, any photos do not stay with the person – noted by Police Officer
- Confirmation that the individual understands – ensuring any vulnerabilities have been support i.e. language barrier or learning disabilities.
- It is made clear to the individual – it is their responsibility to abide by the CAWN.
- A copy of the CAWN is left with the person.

The Police then have evidence of;

- ✓ CAWN being served and has been read out to the individual
- ✓ The individual knows the young person/child
- ✓ A photograph has been shown
- ✓ The individual has been told it is their personal responsibility to comply with the CAWN
- ✓ The individual confirmed they understood the meaning of the CAWN – if there is a barrier to understanding i.e. learning difficulty an intermediary should be used to support the individual.

Additional Information

Explaining the CAWN to the child - a person with Parental Responsibility - if this is a parent, the social worker should offer support. Ensuring the child understand they are not at fault - this is not their responsibility

Street Names - There are times when the suspect/individual only has a street name or alias for a child. In such cases the PR statement and CAWN should only refer to the child using the alias or street name

Photos - clearly identified by the parent or person with parent responsibility before being shown to the individual to clarify which child is being referred to.

More than 1 suspect- separate CAWNS need to be served.

Social Care must be informed by the Police when a CAWN is served

What Happens - Non-Compliance of a CAWN?

*The issuing of a CAWN **holds no legal force** and is intended to inform a person who has associated with children or a child that, should they continue to do so, they may commit an offence.*

Note: The suspect cannot be arrested for non-compliance with the CAWN as there is no such criminal offence. ANY SUBSEQUENT ARREST MUST BE FOR A SUBSTANTIVE OFFENCE (**such as section 2 Child Abduction Act 1984 or section 49 Children Act 1989**) or under any other relevant legislation

- ☒ Evidence of the individual is with the child.
 - CCTV footage
 - The child is located by Police in the presence of the individual when reported Missing.
 - All other potential offences should also be considered
- ☒ If a substantive offence exists, such as A child abduction offence, the individual is either voluntarily interviewed (invited to a Police station at an arranged time) or arrested to be questioned at a Police station.
 - The individual provides their account of the situation and how they know the child
 - A 'Follow-up Statement' from person with 'lawful responsibility' (parent or social care etc.) to confirm circumstances have not changed since the original CAWN
- ☒ The decision to prosecute follows the 'Statutory Charging Scheme' with advice from the Crown Prosecution Service.
- ☒ Consideration for other statutory orders if there is insufficient evidence to prosecute i.e. Sexual Risk Orders

Appendix 5 How to Record a Return Interview on Liquid Logic

Return Interviews should be recorded within 72 hours of the young person being found. Allocated have responsibility to complete the recording of the Return Interview (the conversation can be between the young person and another worker)

The MISP episode are assigned to your work tray by MASH and Police notifications are uploaded to Documents – giving you the seen and report times along with the incident number MP/0001/2020

1. Click into the Missing Person Episode – it looks like this
2. Click Update Missing Person Episode

3. Click on 'Found'
4. Click 'Yes' Return Interview Offered

– it is mandatory to offer a return interview unless the Police state the episode was not a Missing Person or the child is too young.

5. Click 'Yes' if the young person spoke to you – even with partial information. Or 'No' if there was a complete refusal to say anything.
6. You can input the date of the conversation
7. Who spoke with the young person – another worker from another agency?
8. Optional information for a quick glance....

9. **Return Interview Form** needs to be completed regardless of how little information the young person provides.
10. Recording the return conversation is ensuring the voice of the child is where all other [with access to LL] professionals can find it. **Case notes do not replace a Return Interview Form.**

11. You need to provide evidence the understanding of the risks. Even if the young person is not sharing information – who else is giving you information (additional information box) Parents/Carers/YST Workers/Placement/Police?
12. Answer all questions and have a plan to tackle the reasons for Missing episode.
13. The form can only be found in the Missing episode and once an episode is finalized it cannot be accessed.

Appendix 6: Easy Guide to Trigger Plans

A Trigger Plan is a 'live' document – uploaded to the Police Missing Persons database. The purpose of the plan is to assist in locating the young person during the missing episode and plan for their safe return

- Completed by social workers or other professionals who work with a young person who;
 - At the request of Police due to concerns raised during a previous Missing Persons episode
 - has been reported as a Missing Person multiple times (**3 times in 90 days**)
 - or is deemed at high risk if reported Missing (**including being a Missing Person for 48hrs +**).

Trigger Plans can help reduce the number of Missing Persons reports because;

- The Police have this a live document whilst they are searching for a young person
- Makes clear who should be supporting the young person to return home or placement – taking into any communication difficulties i.e. understanding time
- Should link all agencies with parent/carers – contact numbers
- Gives the Police locate team' additional information – social media platforms etc. to assist in finding the young person. Which can reduce the time being 'Missing'.



Ultimately this is used by the Police

- Short and to the point a Police officer needs to read this off of a mobile device or computer screen.
 - Keep paragraphs short
 - Use bullet points
 - Put the priority issues at the top
 - Contact names should have telephone numbers (preferably in bold)
- Fill each of the boxes with information or the text *not known*
 - Appearance – what is easy to spot? Height, build, hair colour or style (if it's distinctive), usual clothes that the young person might wear. If you have a photo include it.
 - Keep the information relevant – do the police need to know the history of a young person? Or would it be better to state *“due to previous trauma please approach Agnes with a calm and firm manner, try not to touch her as this is a trigger for distress”*
 - If the historical information is relevant keep it short and sweet *“Agnes is estranged from her parents due to abuse, however she will at times return to the family home this can lead to distress and potential disturbances, if possible, encourage Agnes to”*
 - For names and addresses of associates or locations
 - Her boyfriend Norbert in Coleford
 - The High Street
 - What it should be is – Norbert Jones at flat 5, 20 High Street, Coleford or top end of the High Street in Coleford near the shopping centre
 - The only relationships that need to be stated are familial ones (mum, brother etc.) or factual (neighbour or professional) stating intimate or romantic relationships can be misleading. Keep it basic – Norbert is known to Agnes.
- Be explicit and ask politely
 - Be clear with placements (for staff) to consider if a **welfare** check is needed if the location of the young person is known.
 - If you need officers to consider a specific approach and make sure that is clearly recorded,
 - *“If Agnes is found in the presence of Norbert Jones, please ensure she is taken out of his hearing to talk with her, she is being exploited and will not willingly leave unless supported to do so”*
 - *“Agnes has suicidal thoughts and self-harms please ensure that she is not pressured or rushed to go home, please ensure that any sharp or bladed articles are taken from her – DO NOT ARREST for the possession of the article unless there is no choice – this will heighten the risk of further distress.”*



Remember Police Officers **cannot** remove a child from a premises by **force** without the use of Police Powers – Power of Arrest, Section 136 (suicide concerns – take to a place of safety) or if there is imminent risk of significant harm and can use PPP – police protection powers Public Protection Order.

If you believe that a child may be at risk of harm, consider applying for a S50 order or an EPO in advance. It is for the Police Officers at the scene to determine a PPO or EPO, however you can share the views of the local police vulnerability officer Missing & Mental Health Team if there has been a discussion in a strategy meeting.

FAQs

Why are the placement support hours needed?

This is the quickest way for the Police to understand how much support and when support is available to a young person when they are located. If a young person is coming back to placement when staff are not available 'Missing' episode can become extended – if the Police know this, they can start to act.



Do I really need to complete the social media?



Yes – one of the 1st actions of the locate team is to check social media – young people often do not consider themselves as a Missing Person, so will be 'posting away' about what they are up to and where they are.

Why the bank account information?

Again, if the need arises having this information can speed up the process of being able to see when and where money is being withdrawn from cash machines or being spent by debit card.

Do they drive – why is that relevant?

Although the young person may not have a driving licence, they are likely to ride around on a moped or drive cars illegally (this isn't about getting them arrested but locating them before they come to harm). Please be as open as possible.



Disabilities – what do the Police need to know?



Is there a physical concern – the need for medication? Is there a communication need – the direct to use plain English or not to use sarcasm as the young person will not understand. Or the distress the young person may experience if they cannot understand or do something. Simply tell the Police what they need to know to be able to communicate effectively with the young person (keep it brief).

Do I really have to share the Trigger Plan with the young person and parents?

Yes – everyone needs to know what the expectations are. Foster carers are encouraged to keep paper copies to give directly to Police officers who come to search to make things easier.

There is a lot of blue text – do I have to complete it all?



As much as possible – always complete the EDT section – remember to give the parents the EDT number as they may not already have it. The school section is just as important as young people are at risks during the day as well. Police sections should be left for the Police to complete unless there have already been discussions regarding PPO's during strategy meetings.

Why can't the Police just bring the child home?





Police must work within the law as much as social care. A Missing Person report is a 'retrieval' process. Police must be able to justify their actions as any other public service agency must. The use of 'Police Powers' has to

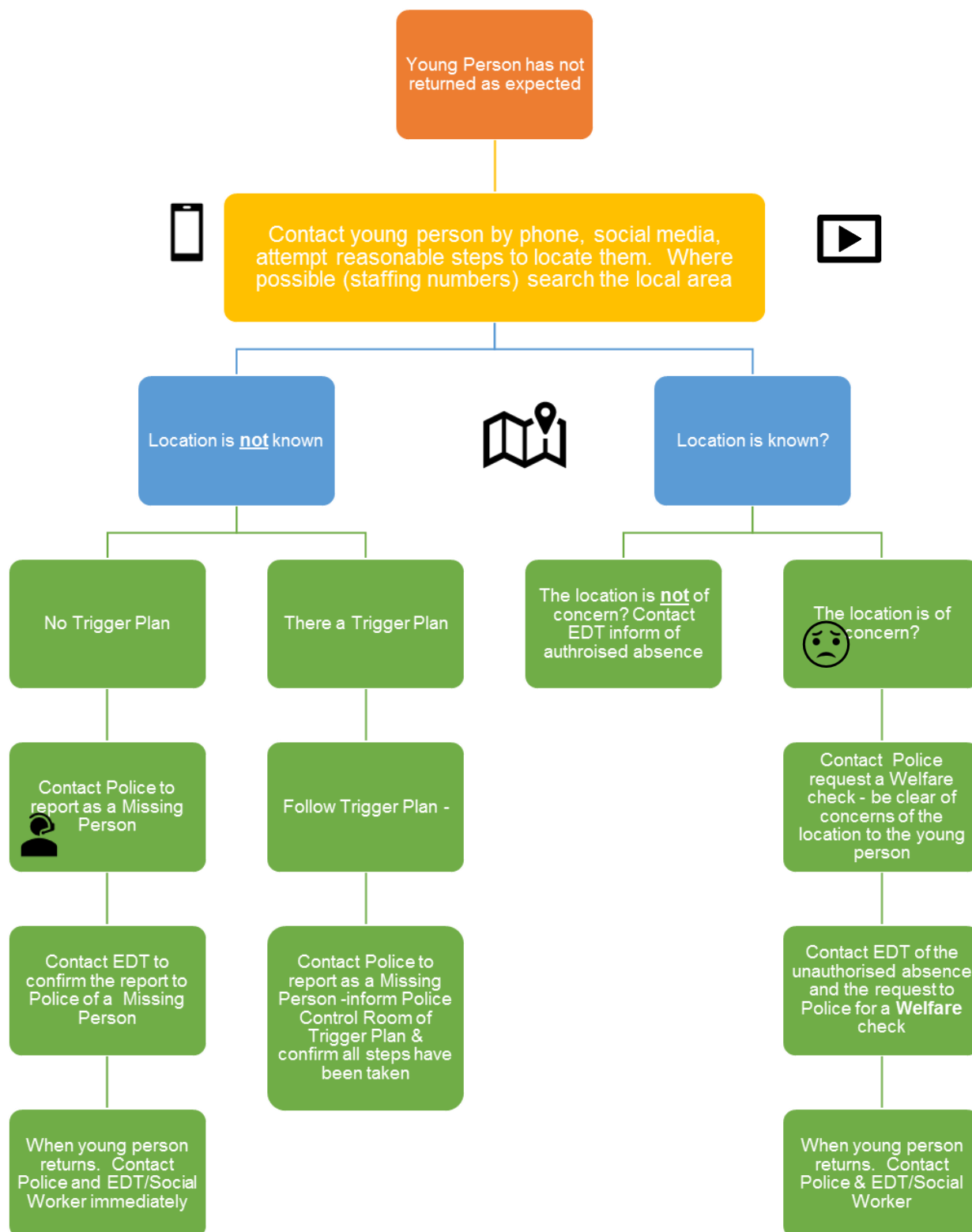
be a defensible and understandable action. Missing Persons is only one of many tasks the Police need to execute during a shift and must be prioritised against other calls coming into the Force Control Room.

Appendix 7 Standard Placement Provider Steps for Missing Persons or Welfare Checks - Out of Hours

Emergency Duty Team (Social Care) 01452 614194 **Police** (non-emergency) 101

  **EDT** EDT@gloucestershire.gov.uk **Police** force.controlroom@gloucestershire.pnn.police.uk

Please note: Trigger Plans may be regularly updated/reviewed please ensure current version is available.



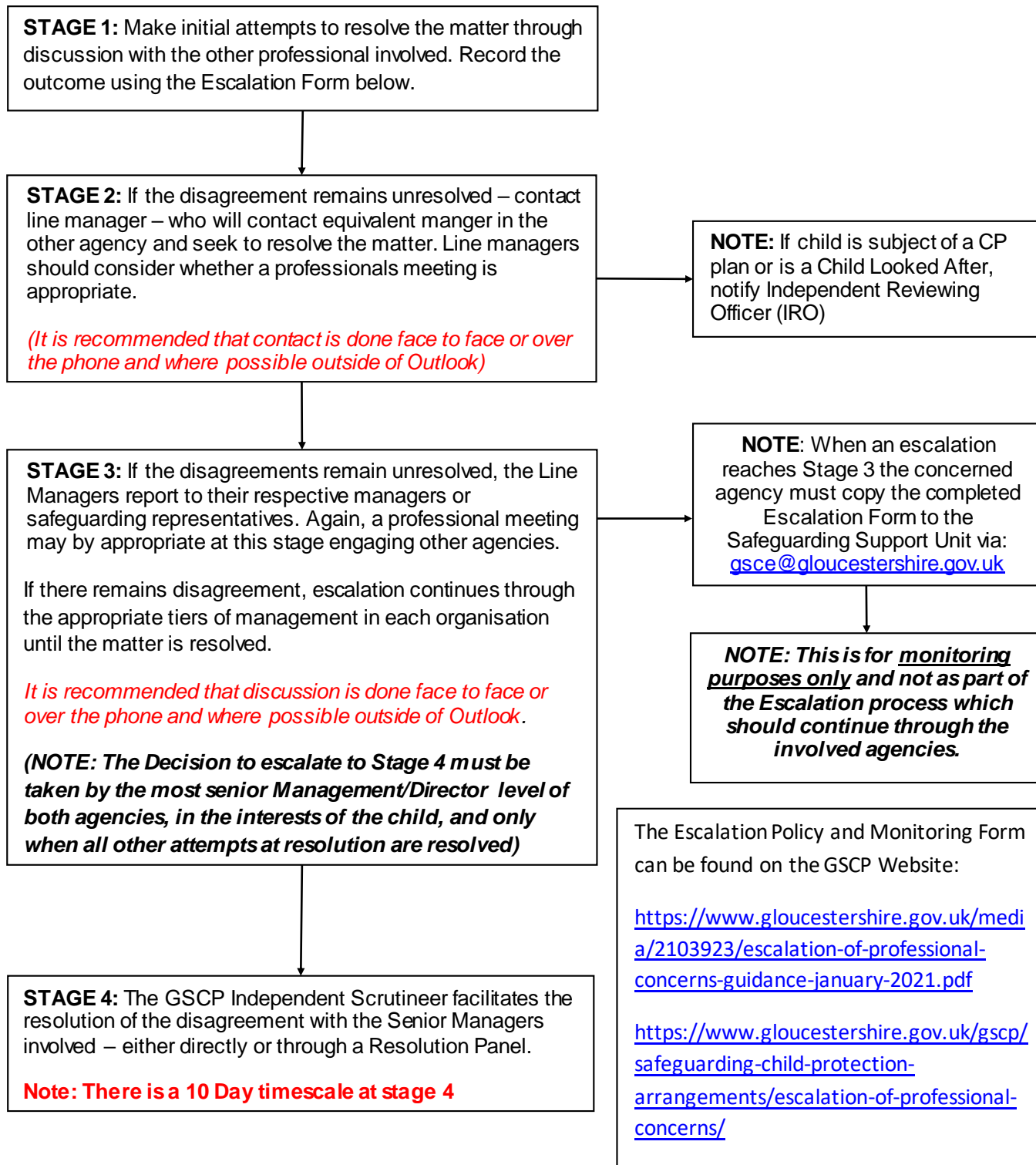
Appendix 8 Resolution of Professional Disagreements in work relating to the safety of children.

(Note: this is not a complaints process)

GSCP Escalation Flowchart

You consider that the actions, inaction or decisions of another agency do not adequately safeguard a child.

Note: At stages one to three there is a maximum time scale of 5 days or less or as agreed between the agencies concerned keeping the best interests of the child in mind



Appendix 9: Useful Contact Numbers

Gloucestershire Constabulary

Nonemergency number 101

Emergency 999

Email force.controlroom@gloucestershire.pnn.police.uk - this is not monitored for urgent calls

Force Lead for Missing Persons:

Detective Inspector Sarah Simmonds (Local Policing) 101

Email: sarah.simmonds@gloucestershire.pnn.police.uk

Strategic Missing Lead - Youth Support & Children's Social Care

Lynne Speak – 01242 242825

Email: lynne.speak@prospects.co.uk

Strategic lead for CE in Children's Social Care:

Kevin Buck - 01452 583589

Email: kevin.buck@gloucestershire.gov.uk

Missing and Mental Health Team:

01452 754010

Email: missing@mentalhealthteam@gloucestershire.pnn.police.uk – not monitored 24/7

Service Leader Children in Care:

Gill Horrobin - 01452 583514

Email: gill.horrobin@gloucestershire.gov.uk

Deputy Director Safeguarding and Care:

Gail Hancock - 01452 583514

Email: gail.hancock@gloucestershire.gov.uk

CSE Co-ordinator & MACE Chair

Jane Price – 01452 753287

Email: francesca.price@gloucestershire.gov.uk

ATM – YST Missing Team

Stacy Lewis – 01242 242825

Email: stacy.lewis@Prospects.co.uk