

Children Missing From Home and Care

Joint Procedure

**BETWEEN
STAFFORDSHIRE & STOKE-ON-TRENT
LOCAL AUTHORITIES
& STAFFORDSHIRE POLICE**

(amended) Nov 2018

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1. Introduction

- 1.1 It is estimated that around 100,000 children under the age of 16 run away from home or care each year across the UK. Many stay with family or friends, but there are some who do not have access to these support systems, or who are forced to stay in environments that are harmful to their safety and wellbeing, and so end up engaging in activities that may put them at risk. Statutory guidance on children who run away or go missing from home or care' (2014)
- 1.2 The majority of children, who go missing, go missing from their family home. However, children who are looked after are much more likely to run away, and over 50% of young people in care have run away at some point. In many cases, a pattern of running away may have been established at an early age and may have been a factor in the young person's admission to care.
- 1.3 While the individual circumstances of each case needs to be considered, children who run away are at a heightened risk of being victims of crime, being involved in crime, being involved in substance misuse, or being sexually exploited. Additionally, research shows that the level of risk to the individual child escalates with each episode they go missing and repeat episodes have been identified as a significant indicator of high risk to the young person.

2. Legislation and Context

- 2.1 In January 2014, the Department for Education (DfE) published the 'Statutory guidance on children who run away or go missing from home or care'. The guidance states that agencies should 'work together to risk assess cases of children missing from home or care and to analyse data for patterns that indicate particular concerns and risks.
- 2.2 This protocol has been jointly developed by Staffordshire & Stoke-on-Trent local authorities and Staffordshire Police in accordance with that guidance.
- 2.3 The protocol has also been guided by the following legislation and guidance:
 - [Working Together to Safeguard Children \(2018\)](#)
 - [The Missing Children and Adult's Strategy \(2011\)](#)
 - [Safeguarding Children and Young People from Sexual Exploitation \(2009\)](#)
 - [Ofsted Joint Targeted Area Inspections Framework and guidance \(JTAI\) – CSE & children missing from home, care or education January 2016](#)

3. Scope

3.1 This protocol relates to:

- Children and young people missing from their home address or other non-care related address.
- Children and young people looked after by Staffordshire and Stoke-on-Trent local authorities; placed in foster care within Staffordshire or Stoke-on-Trent; in Independent Fostering Agencies; children's homes; supported lodgings and other supported accommodation.
- Children and young people looked after by other local authorities and placed with care providers within Staffordshire or Stoke-on-Trent.

3.2 For the purposes of this protocol, a child is defined as anyone who is under 18 years of age.

3.3 Staffordshire and Stoke-on-Trent local authorities retain responsibility for children looked after and placed outside their boundaries, and we will comply with the Missing Children protocol of the Local Authority where the child is placed.

3.4 Other local authorities placing children within Staffordshire and Stoke-on-Trent will be required to comply with Staffordshire/Stoke on Trent's Missing Protocol.

4. Guiding Principles

- 4.1 The purpose of the protocol is to assist partner agencies and practitioners to develop robust responses to children and young people who go missing. The following safeguarding principles should be applied:
- The safety and welfare of the child/young person is paramount.
 - Locating and returning the child/young person to a safe environment is the main objective.
 - The views of the child/young person and parent/carer should always be taken into consideration.
 - Understanding the circumstances of the child/young person going missing and seeking to reduce the risk of further missing episodes, including those children/young people facing specific risks of going missing for example
 - children and young people with learning difficulties, who may have little or no understanding of their actions, or the risks facing them.

5. Definitions of missing

Missing person:

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

Missing Child:

A child reported as missing to the police by their family or carers. A missing child will be defined as one where the missing episode has been reported to the police and recorded on the Staffordshire Police COMPACT database.

Child away from Placement:

A Looked After Child whose whereabouts are *known* but who are not at their placement, or the place they are expected to be and the carer/provider manager has concerns about their safety.

Missing from Care:

A Looked After Child who is not at their placement, or the place they are expected to be (e.g. school) and their whereabouts are *unknown*.

Repeat Missing Person:

A person who has been reported as missing on more than one occasion within the previous 12 months

Long-Term Missing Person:

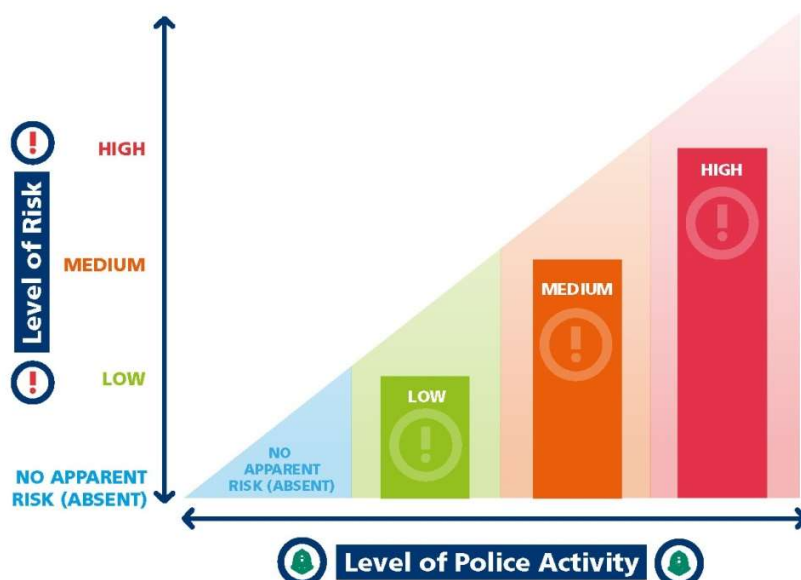
A person who has been reported as missing for at least 28 days

When assessing the classification, serious consideration should be given to the age and underlying vulnerabilities of the person concerned. Where the individual is a Looked After Child, there would always tend to be some risk or vulnerability balanced against the presenting circumstance

6. Risk Categories:

6.1 All reports of missing people sit within a continuum of risk from No Apparent Risk (Absent) through to High Risk.

- **High Risk** - The risk of serious harm to the misper (missing person) or the public is assessed as very likely.
- **Medium Risk** - The risk of harm to the misper or the public is assessed as likely but not serious.
- **Low Risk** - The risk of harm to the misper or the public is assessed as possible but minimal.
- **No Apparent Risk (Absent)** - There is no apparent risk of harm to either the misper or the public



7. Responsible Officers in Staffordshire and Stoke-on-Trent:

- 7.1 Within Staffordshire Police, the Detective Inspector, within safeguarding, is the designated lead officer with primary strategic responsibility for children missing from care and home.
- 7.2 Staffordshire County Council has designated the Strategic Lead for Looked After Children Services as their lead officer with primary strategic responsibility for children missing from care and home.
- 7.3 Stoke-on-Trent City Council has designated the Strategic Manager Safeguarding/Quality Assurance, who has primary strategic responsibility for children missing from care and home.

8. Role and Responsibilities of Parents and Carers:

- 8.1 This includes children living at home with parents or carers and children living away from home with a care provider such as those in residential care, in supported lodgings and supported accommodation. It also applies to those children and young people who go missing on an external activity.

- 8.2 Unless there is an immediate risk identified, and parents/ carers are in a position to do so, they should undertake the following basic measures before reporting a missing child/young person: NB: if parents/carers are unable to undertake the following e.g. they are the only adult at home/in the care setting etc. they should ensure that the call-taker is alerted to this. This however, must be an exception and not the norm.
- Search bedroom/house/grounds/outbuildings/vehicles;
 - Ascertain if any clothing, cash, mobile phones and/or medication etc. are missing;
 - Speak to any other people at the house who may know where they are;
 - Contact known friends and relatives where the child may be;
 - Check social media sites
 - Visit locations that the child is known to go, if safe to do so; and will not take too long before the child is reported missing. NB: If any risk to the child/young person is possible, parents/carers should report them missing and then continue to carry out more extensive searches.
- 8.3 **In Staffordshire** - When all reasonable steps have been exhausted, parents/carers and anyone who has care of a child should inform the police and if appropriate, children's social care services through the First Response team in the Multi-Agency Safeguarding Hub (MASH) on **0800 13 13 126**
- 8.4 **In Stoke-on-Trent** - When all reasonable steps have been exhausted, parents/carers and anyone who has care of a child should inform the police and if appropriate, children's social care services through the Safeguarding Referral Team in the MASH on **01782 235100**.
- 8.5 The police will need to know:
- The child's name and date of birth
 - Where, when, and with whom the child went missing
 - A description of the child and what they were wearing
 - Their medical history
 - The time and location they were last seen
 - The circumstances of going missing
 - Details of any friends or associates
 - If they are pregnant
 - If there are any vulnerabilities, disabilities, or major health issues
 - Their sexual orientation
 - Their religion

- 8.6 Whenever a report is made to the police about a child/young person who is missing, a risk assessment is completed by a police control room operator. This risk assessment helps to identify the level of risk that is posed to, or by the child and to determine the most appropriate police response. It is therefore important that as much information as possible is obtained during that first contact.
- 8.7 If the carer assesses that the child is at risk, the child should be reported missing without delay and the anticipated risk communicated to the police.
- 8.8 If the carer's assessment is that there is no apparent risk for their immediate safety but are away from home without permission, they should record these episodes in the child's record and start a dated/timed record of their contacts, risk assessment and decisions throughout the episode.
- 8.9 If the child's whereabouts are known, the carers will decide whether to allow the child to remain at that location, or to arrange for their return. If the decision is to arrange their return and there is reason to believe that there may be safety implications, the police will assist. Each occurrence must be evaluated based upon the individual factors and from other information obtained from the child, and from friends, family and other associates.
- 8.10 The carer must also inform the child's parents (if appropriate), the child's social worker/or team manager, the care provider's senior manager (if applicable) and the emergency out of hours team (if applicable).

NB: The [Child Exploitation & Online Protection Centre](#) (CEOP) has a tool for reporting online abuse or inappropriate behaviour towards children. The charity '[Missing People](#)' provides 24 hour, free and confidential, support and advice to missing children, adults and their families. The helpline also enables those who are missing to reconnect with their families, or to gain the assistance of the police. The helpline number is 116 000.

9. Role and Responsibilities of Social Workers:

- 9.1 Notification of a missing episode is likely to come from a number of different sources. Whenever a report is made to the police regarding a missing child/young person, the child's social worker must be contacted who should provide information to the police as part of their ongoing risk assessment.

- 9.2 Once a missing child returns or is found, Staffordshire Families First **Missing Children Co-ordinator**, provides a centralised co-ordination function between the police and the responsible person conducting the independent return interviews.
- 9.3 The Missing Children Co-ordinator also raises alerts and provides key intelligence including information about continuing missing episodes and patterns or trends in missing episodes across the area.
- 9.4 In Stoke-on-Trent, the **Safeguarding Referral Team (SRT)** receives all missing and found notifications and independent return interviews.
- 9.5 A daily alert of missing children is sent to Pod coordinators, managers and the CSE social worker at 7am.

10. Role and Responsibilities of Other Local Authorities:

- 10.1 Local authorities who place a child in Staffordshire or Stoke-on-Trent have a statutory duty to notify the host local authority that they are placing a child, and for following this protocol. In addition, they must provide the right level of support for the child including undertaking regular reviews based on their return interviews.

11. Role and Responsibilities of Schools/Education Providers:

- 11.1 Schools and other education providers have a responsibility for understanding the links between missing episodes and the impact this has on the child/young person's education. They also have a key role to play in sharing information with the police and with the child's social worker when a child/young person goes missing and for providing (if required) an appropriate environment for a return interview.

12. Role and Responsibilities of the Police:

- 12.1 Staffordshire Police will respond to all reports of a missing person and every report will be continually assessed to identify any threat/risk or vulnerability posed to them, or to others.

Initial Report and Risk Assessment

- 12.2 An initial risk assessment is undertaken by the police call-taker and used to determine both the categorisation of the incident and the appropriate level of response.
- 12.3 A secondary risk assessment is conducted as part of a missing person report, using all information available to determine the level of risk and to inform the extent and urgency of the enquiries to be made.
- 12.4 The following set of questions, informed by the National Decision-Making Model (NDMM) are used to define the status of the missing episode:
- a. What is the specific concern in this instance?
 - b. What has been done so far to trace the person?
 - c. Is this significantly out of character?
 - d. Are there any specific medical needs?
 - e. Are they likely to be subjected to crime?
 - f. Are they likely to be the victim of abuse?
 - g. Are they currently at risk of sexual exploitation?
 - h. Are they likely to attempt suicide?
 - i. Do they pose a danger to other people?
 - j. Is there any other information?
- 12.5 The police will then decide the risk level to be assigned to the case, i.e. whether it is a high, medium, low, or no apparent risk.
- 12.6 Children who have gone missing come to the attention of the police in a variety of ways. Where the police locate a child who they believe may be missing, enquiries based on the child's presenting circumstances, will be made. These should include checks of police database systems i.e. PNC/COMPACT/Storm, and enquiries at the child's home address.
- 12.7 Staffordshire Police will continually risk assess any person reported as missing but if any dispute arises over the level or risk posed to a child, the matter will first be referred to the police control room manager who will review the report, the decision and the risk assessment completed.
- 12.8 The second line of escalation will be to the Local Policing Team (LPT) Sergeant.

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- 12.9 If a missing child has not been reported by parents/carers, this will trigger further enquiries and an assessment by the police and other relevant agencies, in accordance with local safeguarding procedures.
- 12.10 The relevant local authority will be notified, and information and intelligence gathered from the Prevention Interviews (Safe & Well Checks) and debrief will be recorded onto COMPACT (Missing Persons' Database).
- 12.11 Every missing episode will also be reviewed by the Missing Person Coordinators and Local Policing Team (LPT) Vulnerability Hubs for further information to be shared with partners. The role of the MPC Coordinator is important for ensuring that there is an effective response to the challenges of dealing with missing people.

The role should be focused on problem solving and responsibilities should include:

- Identification of safeguarding priorities
- Collating and sharing information to aid in the identification of risk (at an individual level and in relation to preventative work)
- Establishing and maintaining multi agency partnerships
- Promoting multi agency protocols
- Assisting in the independent oversight of cases
- Escalating safety and risk critical information that may be pertinent to an investigation
- Recognising and highlighting trends, repeat missing individuals and regular addresses, to inform a coordinated and intelligence led response from all partner agencies.

13. When a child is found:

- 13.1 Parents, police, social workers and all others informed of the missing episode should be advised of the child's return straight away, where appropriate to do so. For example, there could have been an issue with a parent which resulted in the child going missing and notifying the parent could put them at further risk.
- 13.2 Consideration should be given to whether a strategy meeting (Children Act 1989) is required with partner agencies/professionals, for example if a pattern of *going missing* is developing. Any partner agency can request a strategy meeting following consultation with their manager, if it appears that there is significant risk to a child/young person, or if there are child protection

concerns. A strategy meeting will decide if child protection enquires need to be undertaken.

Prevention Interviews (Safe & Well Checks)

- 13.3 When a child is located or has returned home of their own accord, a quality prevention interview (*safe & well check*) will be undertaken by the police as soon as possible. The purpose of the check is to establish whether the child has suffered any harm, confirm where they have been and who with and to provide the child with an opportunity to disclose any offences committed by them, or against them. As much information as possible should be gathered to help prevent further missing episodes, and to safeguard the child where necessary

Independent Return Interviews

- 13.4 Statutory guidance on children who go missing (2014) states that when a child goes missing, they should be offered an independent return interview.
- 13.5 In Staffordshire/Stoke-on-Trent, the completion of return interviews is delivered by [Catch22](#) (Commissioned provider). Catch 22 conducts all return interviews for children up to 18 years old in Stoke-on-Trent and Staffordshire County.
- 13.6 The purpose of the return interview is to:
- Identify factors which led to the missing episode
 - Prevent further missing episodes and risk behaviours or needs escalating
 - Inform any subsequent missing person investigation
 - Share intelligence and information
 - Provide independent, non-judgmental, confidential and child-centred return home support for all vulnerable children who go missing, in spaces where they feel safe and able to talk.
 - Develop prevention and risk reduction strategies alongside children who regularly go missing including safety planning and addressing wider risk factors such as CSE, drug and alcohol misuse and domestic abuse.
 - Support and sign-post young people to access specialist support services in their areas that can help address their specific needs.
 - Provide high quality engagement and follow up intervention with young people.
- 13.7 Particular attention should be paid if a child is suspected of being involved in or at risk of trafficking or exploitation as they may be fearful of giving information.

Consent

- 13.8 Prior to any interview conducted with a young person, the interviewer should inform the child/young person who this information will be shared with, when and why and gain consent before sharing. If they are unwilling to speak to anyone for fear of confidentiality issues, arrangement may be made for the child to speak to an independent advocate or suitable voluntary agency. For example, in Staffordshire, referrals can be made to the [National Youth Advocacy Service \(NYAS\)](#) who work with children and young people with special educational needs and disabilities; looked after children and children subject to a child protection plan and children and young people with mental health and behavioral issues, all of which may include children and young people missing from home/care.
- 3.9 It is crucial that any information gained through this interview, is fed back to the police and to any intervention meetings so that a picture is built up and any issues can be dealt with. This should only be done if consent is given and if the information is critical to safeguard the child/young person.

For further information see [http://www.missingpeople.org.uk/files/Policy briefings/ECRCRHI GoodPracticeBriefing.pdf](http://www.missingpeople.org.uk/files/Policy%20briefings/ECRCRHI%20GoodPracticeBriefing.pdf)

Scaled Intervention (Missing Meetings)

- 13.10 In Staffordshire and Stoke-on-Trent, there are scaled intervention (missing) meetings for any child open to Children's Social Care whether child in need, child with a child protection plan, child in care or care leaver.
- 13.10 Every Looked After Child must have an up to date care plan based on a comprehensive assessment of their needs and taking into account their wishes, feelings and aspirations.
- 13.11 The statutory (Looked After) review should consider the adequacy of the care plan in addressing why a child/young person has gone missing and should ensure adequate strategies are in place to address any future episodes. The review should also consider *push/pull* factors e.g. sexual exploitation, running away to spend contact time with family.

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- 13.12 In addition, a *placement plan* should be completed between the responsible local authority and the placement provider which should identify how the child/young person's needs will be met.
- 13.13 Staffordshire police, children's social care, health, and other relevant partners will operate an escalating system of interventions to reduce the likelihood of a child repeatedly going missing
- 13.14 Intervention meetings should take place in the event of repeat episodes of children going missing from care and should be held **within five working days**. The meetings should be chaired by a social worker.
- 13.15 After **three episodes within a 90-day period**: The young person, their parent(s), the child's social worker (chair), the relevant police officer, residential worker/foster carer/fostering social worker, and where appropriate, the person who conducted the return interview, should all meet and agree a plan of action.
- 13.16 The meeting should try to identify any 'push' or 'pull' factor in the case, and in the missing person's welfare and circumstances. In the case of 'pull' factors it may be necessary to target those in the community who harbour the missing person or exploit them about crime, sex or drugs. The police should consider all disruption tools available to them in this situation e.g. CAWNs, SROs, etc. Further information is provided in Section 22.
- 13.17 **After five episodes within a 90-day period a meeting should be convened to include** the relevant practice/team Manager (chair), child and advocate (except in exceptional circumstances), parent(s), relevant police officer, residential unit manager/assistant or fostering team manager, social worker, representatives from health and/or education (as appropriate), and person who conducted return interview. This level of intervention meeting is the crucial stage in avoiding serious escalation and must, therefore, be given high priority by all concerned.
- 13.18 **After nine episodes within a 90-day period**: The relevant children's social care lead, child and advocate, parent(s), children's practice/principal/team manager, fostering team manager, police missing person coordinator/champion, residential manager (as appropriate), social worker, representatives from health and/or education (as appropriate), person who conducted return interview, and the Independent Reviewing Officer (IRO).

13.19 Other reasons to launch or escalate interventions include:

- Cases where the risks involved in even a single future-missing episode is very high
- Cases where it has been identified that immediate action is necessary to ensure the well-being of the person
- A quick succession of missing episodes eradicating the need for 90 days to elapse
- Cases where there is an extended duration of missing episode(s)

NB: Please use this email address to invite the Police to attend any scaled intervention meeting: - missingpersons@staffordshire.pnn.police.uk

Please use the Children Missing Risk Matrix (Appendix 8) and the template to record escalation meeting (Appendix 7).

14. Governance Arrangements:

- 14.1 This protocol has been approved by Staffordshire Safeguarding Children Board and Stoke-on-Trent Safeguarding Children Board.
- 14.2 Staffordshire and Stoke-on-Trent's Safeguarding Children Board's joint performance group receive performance reports.
- 14.3 The Joint Strategic Missing Children Group will consider the reports received and provide annual reports to the SCBs and Corporate Parenting Panels.
- 14.4 In Staffordshire and Stoke-on-Trent, bi-monthly operational meetings and reviews with Staffordshire Police, Catch 22, specialist commissioning team and managers take place.
- 14.4 The contents of this protocol will be shared with all key members of staff within each agency. It should also be part of the induction of residential staff, foster carers, social workers, social work assistants (and pod coordinators), foster care support staff, SRT, First Response and EDT staff. It should be part of the induction of the police supervisors within force control and local policing units' commanders.
- 14.5 Inter-agency/multi-agency training to support effective implementation of this procedure will be provided by the two Safeguarding Children Boards.

15. Referral to Children's Social Care

15.1 **Staffordshire**

Where the police or other agencies assess that a child is suffering, or likely to suffer significant harm, a referral is made to the First Response Service, situated within the Staffordshire and Stoke-on-Trent Multi-agency Safeguarding Hub (MASH) on **0800 1313 126**; or to the out of hours Emergency Duty Service (EDS) on **0845 604 2886**.

15.2 **Stoke-on-Trent**

Where the police or other agencies assess that a child is suffering, or likely to suffer significant harm, a referral is made to the Safeguarding Referral team (SRT) situated within the Staffordshire and Stoke-on-Trent Multi-agency Safeguarding Hub (MASH) on 01782 235100 or to the out of hours Emergency Duty Team (EDT) on 01782 234234 out of hours.

15.3 The police risk assessment will be informed by:

- Individual circumstances, including family circumstances in which the child has gone missing
- The child's motivation for going missing
- The child's possible destination
- The child's recent patterns of missing episodes (if any)
- Whether the parent/s appear unable, or unwilling, to work to support and meet the needs of children.

15.4 Upon receipt of a referral concerning a child missing from home, the First Response Service (MASH) will assess whether a referral meets the thresholds for a child in need (section 17) or a child in need of protection (section 47).

15.5 Where no onward referral to the MASH is made, the police are still obliged to notify the missing episode to the relevant Local Authority. In Staffordshire, the police notify the Missing Children Co-ordinator who will inform the child's social worker (if an open case) or to the Local Support Team. In Stoke-on-Trent, when a missing notification is received, SRT determine if this meets criteria for a referral to children's social care and further assessment and if not then record contact on the information system (CareFirst) as missing notification.

- 15.6 The *return interview* should be carried out **within 72 hours** of the child being located or returning from the missing episode. This is particularly important if they have been missing before and/or if there are risk indicators suggesting potential sexual exploitation, involvement in crime or if the child/young person has been harmed.
- 15.7 In Staffordshire, the completed return interview pro forma should be saved to the child's record and a copy sent to: missingchildren@staffordshire.gov.uk
- 15.8 In Stoke-on-Trent, the complete return interview pro forma should be sent to SRT at SRT@stoke.gcsx.gov.uk who if an open case forward it to the pod co-ordinator and social worker where it is saved to the child's record.
- 15.9 In Staffordshire, the Missing Children Co-ordinator then sends the return interview to the LST In-box who reviews it and then decides to either close the case or provide some LST intervention.

16. Children missing from care

- 16.1 Before placing a child in care, the child's social worker must consider, within the care planning process, all potential risks to the child, including an assessment of the potential for them to go missing. The child and their parent/carer should be involved in the planning process and it should be related to the child's individual's needs, their previous history and their views. Missing episodes prior to the child becoming looked after must also be considered.
- 16.2 The placement plan is an opportunity for the social worker and care provider to discuss with the young person issues around going missing and to explain the roles and responsibilities of all involved. The placement plan should cover:
- Trigger points for missing episodes,
 - Risks to themselves, the public and/or the carer before, during, or after a missing episode.
 - What steps can be taken to reduce the likelihood of the child going missing and coming to any harm or harming others.
 - Friends and family details and contact numbers and addresses commonly found at.
 - Expectations of the young person: for example, curfews and, when and how to make contact, and the consequences of lateness etc
 - Expectations of the care provider e.g. at which point the police will be notified; what processes will follow an incident; who will collect a child if they

are missing; details of who conducts immediate assessments on their return, and arrangements for return interviews.

- Agreements around rules for staying overnight at friend's houses or going on trips. NB: This is frequently raised as a major issue by young people and Local Authority Circular (2004) 4, suggests that *"decisions on overnight stays should normally be delegated to foster carers and residential care staff. Arrangements for such decisions should be written into the Placement Plan or equivalent."* There is no statutory duty for DBS checks to be carried out on adults in a private household where a child/young person may stay overnight and so restrictions should only be placed on Looked After Children if there are exceptional circumstances.

17. Longer Missing episodes

- 17.1 When a child has been missing for a period of 48 hours, the child's social worker should inform their line manager. If there are any significant concerns, the relevant senior manager should be alerted immediately.
- 17.2 Throughout the enquiry, carers and the police will continually review the case. After the young person has been missing for 3 days, **or earlier, if appropriate**, the police and child's social worker will hold an urgent case review meeting involving the police, the child's social worker, foster carer, and any other care professional(s) involved in the care of the child.
- 17.3 The meeting will review:
- What action has been taken so far by the police and care professionals;
 - What action needs to be taken by the police and care professionals;
 - Whether the young person should return to that placement when located;
 - Date of further meeting to be agreed by all parties should the missing episode continue;
 - If procedures should be invoked under section 47 (Children Act 1989).
- 17.4 Minutes of the case review should be provided to the children's social care lead and the child's Independent Reviewing Officer (IRO).
- 17.5 All police missing person's files will remain live until the person is traced.

18. Child Protection Concerns

- 18.1 If, upon the return of a young person, it is established that they have been the victim of a crime, or that they may be in danger or at risk from any person arising out of circumstances that have occurred while they were missing, then

the police must be informed. This is vital for the protection of the child and for the speedy recovery of evidence. A parallel referral is also required under section 47 (CA 1989)

- 18.2 Where missing children from one local authority present themselves in another local authority, it is important that the host authority works with the responsible local authority to ensure they get access to the help and support services they need.
- 18.3 Responsibility for making child protection enquiries rests with the host authority, who may negotiate with the responsible local authority to continue with S47 enquiries.
- 18.4 The missing person's clothing, mobile phone and trace evidence from their body, fingernails or hair may be crucial. In cases of sexual abuse, the child should be discouraged from washing and immediate advice should be sought from the police. If carers become aware of the location of the scene of any crime committed against the young person, or of the location of any crucial evidence (i.e. a used condom) they must notify the police without delay. This will enable the police to take steps to secure and preserve evidence.
- 18.5 In cases where there is suspicion of sexual abuse the police have access to specially trained officers, doctors and facilities designed to care for the victim and obtain evidence. Additionally, in matters of child sexual exploitation, or any other situation which indicates that the child may have been subject to, or at risk of, significant harm, a referral must be made in accordance with Safeguarding Children Board's Inter-agency Policies and Procedures.

19. Out of County/City placements

- 19.1 Children 'looked after' by Staffordshire /Stoke-on-Trent but placed out of the local area should be subject to equal rigour of care planning as those placed within Staffordshire/Stoke-on-Trent's borders. They should be subject to escalation meetings, reporting requirements and return interviews as specified in these procedures.
- 19.2 The Placement Plan and Care Plan should clearly detail a young person's needs in relation to missing episodes. The Placement Plan should detail the expectation that all missing episodes are reported by the placement provider to the case-holding social worker.

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- 19.3 Standards for return interviews and escalation meetings should be maintained for children placed outside the local authority's borders.
- 19.4 In order to maintain a full overview of children missing from care, the allocated IRO is required to report the number of missing episodes and the adequacy of responses to these episodes following each statutory review of a Looked After Child placed out of area. The IRO should inform the relevant team manager of any escalation meetings/return interviews for children placed out of county have not been managed in accordance with these procedures.

20. Other Local Authority placements

- 20.1 All independent providers providing residential care within the local authority area will be given a copy of this guidance and be informed of the relevant SCB training. Providers have a responsibility to comply with any processes specified in the placing authority's missing from home and care procedures.
- 20.2 Other local authorities placing children within Staffordshire/ Stoke-on-Trent are required to inform the host local authority of their placement. Upon receipt of this notification, a record of the child will be recorded within the appropriate case management system.
- 20.3 All missing episodes reported to the police are recorded and shared with children's social care for strategic monitoring and planning purposes.
- 20.4 Upon receipt of a missing notification, regarding a child placed in Staffordshire/Stoke-on-Trent by another authority, a letter will be sent to the placing local authority advising them of the missing episode. See Appendix 9.
- 20.5 Where a child placed in Staffordshire or Stoke-on-Trent by another local authority is identified to be suffering, or at risk of suffering significant harm, relevant child protection procedures will be enacted.
- 20.6 Where a child placed in Staffordshire or Stoke-on-Trent by another authority has gone missing **nine times in a 90-day period** the designated safeguarding lead in the placing authority will be informed in writing and asked to ensure that all appropriate measures are in place for the future care and safety of the child. Formal written details will be required so that the child's electronic social care record can be updated. A copy of this letter will be forwarded to the police missing person champion with the Staffordshire and Stoke-on-Trent MASH.

20.7 Where missing episodes continue to escalate despite the above intervention, the designated leads (Safeguarding) will consider further actions.

21. National Alerts

21.1 In some circumstances, practitioners may feel it is appropriate to alert other local authorities or request a national alert. This alert is not intended for all children/young people who go missing, but may be beneficial for those that have been missing for several days or weeks and are:

- High risk CSE
- High risk trafficking
- Unaccompanied asylum seekers

21.2 The missing alert is to notify all local authorities, but where a national alert is not required, a flag should be placed on the other local authority's data system, to advise that there is a child missing from Staffordshire and if found, to contact the Local Authority.

21.3 Practitioners should use these emails to provide details: safeguardingHQ@staffordshire.gov.uk or SRT@stoke.gov.uk from which the missing alert request to the local authorities specified or nationally, will be sent.

22. Disruption tools

22.1 In 2011, the Missing Person's Bureau released guidance regarding the issue of Child Abduction Warning Notices (formerly known as Harbourers' Notices). A Child Abduction Warning Notice is a valuable safeguarding measure to prevent young people from coming to harm. Young people under 16 (under 18 if in local authority care) may place themselves at the risk of significant harm when forming inappropriate relationships or associations. Child Abduction Warning Notices provide a useful tool to help prevent harm to these young people.

22.2 When children go missing from home or care, the police may consider serving a Child Abduction Warning Notice if the child is found to be with a person of concern. If a Child Abduction Warning Notice is served by the police, the Local Authority should be informed. In addition, other disruption tools for example SROs can be used. For more information <http://paceuk.info/for-parents/advice-centre/disruption-tools-available-police/>.

23. Trafficking / Modern Slavery Act 2015

- 23.1 Children and young people who go missing may be trafficked. This can happen on a very local basis, for example, from house to house, hotel to hotel, vehicle to vehicle. Children and young people can also be trafficked from between towns and cities within the UK and between the UK and other countries. The trafficking of children can be for child sexual exploitation and criminal exploitation or 'county lines', as well as a number of other reasons. Anyone who works with children should be aware of the warning signs and associated risks of various types of grooming and exploitation.
- 23.2 The Modern-Day Slavery Act 2015 places a duty on the Local Authority to refer any child or young person who they believe is being trafficked or has been trafficked to the National Referral Mechanism.

Appendix One - Missing from care - Risk Assessment and Action Plan

To be completed for all Looked After Children where a risk of going missing has been identified or after the first occasion a child or young person has gone missing.

Planned Placement: To be completed at pre-placement planning meeting

Emergency Placement: To be completed within 3 working days

The meeting should always include the carer and social worker, and also the family placement officer when applicable. The meeting will usually also include the child or young person and her/his parents unless this is deemed inappropriate. If issues are complex, consider consultation with the Police Public Protection Co-ordinator (Missing). This assessment should be updated on a regular basis (minimum every 6 months).

Name of Child:

BP/PIN number

Date of Birth:

Age:

Legal Status:

Date of Meeting:

Date of Review:

Any child **12 years or under** whose whereabouts are unknown will automatically be considered as at **higher risk** and classed as **missing or concern for safety**. They **must** be reported to the police immediately. For children 13 years and above, this risk assessment must be completed and be based on age, current circumstances, experiences, background and ability. This will help to establish an assessment of their vulnerability. The risk indicators should prompt the assessment and any relevant information, which should be included under the section "risk assessment information".

Risk indicators	Risk assessment information
Pattern and History	
What are the usual circumstances of the child going missing i.e. is the child running <i>to</i> someone or <i>from</i> a situation?	
When does the child usually leave the home?	

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When was the last episode and is there a pattern?

Where do they usually go? I.e. with family or friends or with people who are unknown or undesirable. Is there any specific risk if they go there?

Level of maturity child has shown in being able to make decisions about themselves or others. How able is the child to cope without adult support?

Past method of return i.e. via family or on their own?

Concerns/Vulnerabilities

Any concerns about mental health?

Risk of suicide/self-harm and what are the indicators of this?

Medication/medical condition?

Physical or learning disability/difficulties?

Likely use of drugs/alcohol/solvents and what type and amount?

Risk of sexual exploitation and have sexual exploitation protocols been activated (meeting to discuss strategy to address sexual exploitation)
Any previous harm suffered while missing?

Any concerns about new Friends/partners/associates?

Past involvement of offending and in what form?
Is the child's behaviour likely to be a risk to the community and in what way?

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Are they experiencing bullying/racial and/or homophobic abuse? Any signs or indicators that child is experiencing difficulties or abuse in the placement?

Does the child want to live in the current placement?

Any concern of abduction or being prevented from returning?

Is there a risk of forced marriage?

Are there any known issues/events happening in the child's family or close friends?

Any concerns that the child has been radicalised or is vulnerable to extremist influencers.

Current Circumstances

What are the agreed coming-in times?

Do they have access to any money and how, if necessary will they obtain this?

Is the child able to use public transport?

Does the child usually carry a bus pass?

Is the child familiar with the surrounding area?

How many mobiles do they have?

Any further information and knowledge

This risk assessment grid above should be used as a guide and involve discussion and pooling of information to agree an informed risk assessment. In cases of little knowledge or where there is disagreement, the child or young person should be considered as being at higher risk.

Concluding risk assessment in the event of the child failing to return

Action plan to be implemented

1. Thoroughly search the building and immediate surrounding area
2. Try to contact the child on their mobile
3. Contact family/ relatives / friends as follows

Parents Yes/No

Grandparents/other family members Yes/No

Brothers/sisters Yes/No

Friends Yes/No

4. What steps need to be taken to enable their return?

5. Names/Addresses where child is known to go:

Names/Address	Level of known risk at address	Action to be taken

***If the child is judged to be unsafe at any of the above addresses, then report to the police without delay.**

Names/contacts of those given a copy of the risk assessment

.....
.....
.....
.....

Appendix Two - Child Sexual Exploitation Risk Factor Matrix

Name of Child:			
Level of Risk Identified: Form will be returned if blank	Choose an item.	Category of Offending: Leave blank where unknown	Choose an item.
Date:		Date of Review:	
Information sharing ▼			
Has the child been made aware that the information held within this matrix will be shared with Catch22 and any other agreed support services?		Choose an item.	
ALL LOW RISK CASES MUST HAVE CONSENT BEFORE INFORMATION CAN BE SHARED			
Comments:			
Have the child's parents/carers been made aware that a referral to Catch22 is being made?		Choose an item.	
ALL LOW RISK CASES MUST HAVE CONSENT BEFORE INFORMATION CAN BE SHARED			
Comments:			

This risk tool has been developed to be used by practitioners working with children who are thought to be involved in child sexual exploitation. The use of the term "child" in this document refers to all children under the age of 18, as defined in the Children Act 1989. However, it may be used by practitioners working with young people over 18 who have a learning difficulty or where there are competence concerns.

The legal age of consent in the UK is 16. A child under 13 is not legally capable of consenting to sexual activity. Any offence under the Sexual Offences Act 2003 involving a child under 13 should be taken to indicate a risk of significant harm to the child. In accordance with the Sexual Offences Act 2003 Section 74: "For the purposes of this Part, a person consents if he/she agrees by choice, and has the freedom and capacity to make that choice."

Police, Accident and Emergency and Fire and Rescue Staff Only

Completion of this matrix is only required in circumstances where a Multi-Agency Referral Form (MARF) has not been completed; but lower level intervention maybe required. In this case, you are required to complete to pages 1- 3 and email the form in its entirety to Catch22 via a password protected secure email.

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Details of the person completing the Risk Factor Matrix

Name		Job Title / Role	
Agency/Service/Organisation			
Address			
Contact No.		Email	

Details of Child

Name		Date of Birth	
Address			
Child's contact number		Childs preferred contact method	Choose an item.
Ethnicity		Gender	
Sexual Orientation (if shared)		Languages Spoken	
School, education or training provider			
Disability/Communication Impairment			
Preferred method of communication (e.g. signing, hearing loop, Makaton etc.)			
If a child in care (looked after), who is the Responsible Local Authority?			
Type of plan in place if any, e.g. child in need, child protection, early help (RFM to be reviewed alongside plan)			
Migrant / Refugee / Seeking Asylum / Trafficked Status through National Referral Mechanism if applicable			
Other agencies known to have contact with child / family			
Parent/ Carer Name/s		Parent/Carer Contact Number/s	

In brief, what is the reason for the completion of the RFM?

Outline of current concerns

Explore the child's potential level of involvement in CSE, referring to the reason for completing RFM

Please include details of:

- **vulnerabilities** (aspects of a child's historical or current circumstances which may make them more susceptible to being targeted and groomed for sexual exploitation)
- any additional **risks** (signs or 'symptoms' which suggest the child is experiencing sexual exploitation)
- **strengths** (what's working well) and **protective factors** (parenting capacity; supportive family and environmental factors; positive social networks; developmental needs being met)

Details of potential risks to other children or vulnerable adults; links with other children, associates, perpetrators and locations the child frequents. Please provide names (including nick names), descriptions of possible adult / peer perpetrators and any gang association.

Where risks are identified, what actions have been undertaken to mitigate those risks?

Was the child present when the RFM was completed?

Chose an item

Childs Comments:

Risk Indicators	Low	Medium	High
Abuse / Neglect ▼			
History of abuse or neglect	<input type="checkbox"/>		
Current experience of abuse or neglect		<input type="checkbox"/>	
Comments:			
Abduction ▼			
Thought to have been abducted			<input type="checkbox"/>
Child states they have been abducted (please refer to guidance notes)			<input type="checkbox"/>
Comments:			
Alcohol/ Drug Use ▼			
Experimenting with alcohol, recreational drugs or other substances including novel psychotic substances (please refer to guidance notes)	<input type="checkbox"/>		
Involvement in petty crime e.g. shoplifting	<input type="checkbox"/>		
Current involvement with criminal justice system	<input type="checkbox"/>		
Regular use of alcohol or recreational drugs – cannabis; novel psychotic substances		<input type="checkbox"/>	
Repeat offending / Escalating anti-social or criminal behaviour		<input type="checkbox"/>	
Use of Class A drugs (please refer to guidance notes)			<input type="checkbox"/>
Long term / prolific alcohol or drug use / dependence on alcohol or drugs			<input type="checkbox"/>
Significant offending			<input type="checkbox"/>
Taking part in sexually offending behaviour			<input type="checkbox"/>
Comments:			
Associations ▼			
Associating with unknown peers/ associating with older peers	<input type="checkbox"/>		
Associating with unknown adults	<input type="checkbox"/>		
Associating with an adult or peer thought to pose risk to children		<input type="checkbox"/>	
Associating with children thought at risk of being sexually exploited		<input type="checkbox"/>	
New contacts with people not local to the area		<input type="checkbox"/>	

Risk Indicators	Low	Medium	High
Reports that child is involved in sexual exploitation or has been seen in “hot spot” locations		<input type="checkbox"/>	
Associating with an adult known to pose risk to children			<input type="checkbox"/>
Travelling unaccompanied to meet an adult known to pose risk / an unknown adult			<input type="checkbox"/>
Entering vehicles or travelling with an adult known to pose risk/ an unknown adult			<input type="checkbox"/>
Frequenting locations with adults known to be a risk			<input type="checkbox"/>
Possessing keys to unknown properties			<input type="checkbox"/>

Comments:

Behaviour/Presentation ▼

Displaying a change in behaviour/ presentation/ mood/ attitude/ appearance		<input type="checkbox"/>	
Volatile/ abusive behaviour / aggression to family member, carer or animal			<input type="checkbox"/>

Comments:

Bereavement ▼

Bereavement or loss impacting upon behaviour or mental health	<input type="checkbox"/>		
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Comments:

Bullying ▼

Being bullied and / or bullying others	<input type="checkbox"/>		
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Comments:

Coercion/Control ▼

Reduced contact with family or friends	<input type="checkbox"/>		
Detachment/ isolation		<input type="checkbox"/>	
Threats made to child, family or home / child experiencing or threatened with violence or intimidating behaviour		<input type="checkbox"/>	
Child has engaged in sexual activity as a result of feeling threatened, coerced or intimidated			<input type="checkbox"/>
Child experiencing sexual violence or bullying			<input type="checkbox"/>
Receiving payment or reward for recruiting others into exploitative or abusive situations			<input type="checkbox"/>
Apparent use of mobile device or social media by another to control/ monitor			<input type="checkbox"/>

Comments:

Disability ▼

Has a disability/ learning disability or difficulty which impacts upon capacity to consent, decision making or perception of risk taking behaviour	<input type="checkbox"/>		
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Risk Indicators

Low

Medium

High

Comments:

Education/Training ▼

Multiple change of education provider	<input type="checkbox"/>		
Educated at home	<input type="checkbox"/>		
Temporary exclusion		<input type="checkbox"/>	
Sporadic or poor attendance		<input type="checkbox"/>	
Reduced timetable/ disengagement from school/lessons		<input type="checkbox"/>	
Permanent exclusion			<input type="checkbox"/>

Comments:

Engagement in adult activity ▼

Accessing pornography	<input type="checkbox"/>		
Introduction to adult activities (Isolated incident of attending an inappropriate or unsupervised party or other 18+ venue such as a nightclub)		<input type="checkbox"/>	
Exposure to pornography by another person		<input type="checkbox"/>	
Continued participation in adult activity (multiple incidents of attending an inappropriate or unsupervised party or other 18+ venue such as a nightclub)			<input type="checkbox"/>

Comments:

Exchanging sexual activity for goods, money ▼

Clipping – promising sexual activity for money, goods etc. and then running off		<input type="checkbox"/>	
Receiving gifts/ unaccounted for money/ mobile phone top ups/ bank deposits			<input type="checkbox"/>

Comments:

Family ▼

Relationship breakdown	<input type="checkbox"/>		
Parent, carer or sibling health problem / disability	<input type="checkbox"/>		
Poor communication	<input type="checkbox"/>		
Reduced contact with family or friends	<input type="checkbox"/>		
Low warmth, high criticism household	<input type="checkbox"/>		
Parent(s) or carers not coping with behaviour		<input type="checkbox"/>	
Neglect – including associated domestic abuse / alcohol or drug use / mental health problems		<input type="checkbox"/>	
Lack of boundaries related to CSE issues		<input type="checkbox"/>	
Parent/ carer colluding with inappropriate sexual behaviours/ relationships			<input type="checkbox"/>



Risk Indicators

Low

Medium

High

Family/ carer unable to keep child safe

☐

Comments:

Gang Association / Involvement ▼

Gang association

☐

Evidence of gang involvement associated with CSE activity/ initiation

☐

Comments:

Home ▼

History of being in care

☐

Unknown adult visitors to home

☐

Alone at home for significant periods of time

☐

Presenting as homeless

☐

Numerous house moves (Transient)

☐

No stable home/ multiple placement breakdowns/ living with friends/ private fostering arrangement/ wants to move into care

☐

Adult/peers visiting home address who pose a potential risk to child

☐

Comments:

Mental health and Wellbeing ▼

Low self-esteem, poor self-image, anxiety or social isolation

☐

Diagnosed depression or other mental health condition

☐

Significantly high confidence/self-esteem

☐

Historic / current self-harm (no medical or psychiatric intervention)

Significant self-harm (medical/psychiatric intervention)

☐

Eating disorder

☐

Suicidal thoughts, ideation or attempts

☐

Socially/ emotionally detached

☐

Comments:

Missing ▼

History of going missing

☐

Recent missing episode

☐

Late / missing during the day / leaving early (please refer to guidance notes)

☐

Regularly going out late and / or going missing

☐

Staying out overnight with no plausible explanation



Risk Indicators	Low	Medium	High
Getting into cars with unknown adults or peers		<input type="checkbox"/>	
Missing episodes escalating in terms of length of time and / or frequency			<input type="checkbox"/>
Persistently missing, staying out overnight or returning late with no plausible explanations			<input type="checkbox"/>

Comments:

Physical/Sexual Assault ▼

Within family/ other	<input type="checkbox"/>		
Previous allegation of physical/ sexual assault / injury withdrawn		<input type="checkbox"/>	
Within "relationship"			<input type="checkbox"/>
Marks / tattoos / tags			<input type="checkbox"/>

Comments:

Pregnancy ▼

Pregnant/Young Parent	<input type="checkbox"/>		
Previous pregnancy/termination/Wants baby/			
Concealed pregnancy		<input type="checkbox"/>	
Unwilling to share information about father		<input type="checkbox"/>	
Multiple pregnancies/ terminations/ miscarriages			<input type="checkbox"/>

Comments:

Relationships ▼

Unsure of or fluid sexual orientation	<input type="checkbox"/>		
Unable to disclose sexuality or gender identity to family/friends	<input type="checkbox"/>		
Older "boyfriend" or "girlfriend"		<input type="checkbox"/>	

Comments:

Sexual Activity and Behaviours ▼

Early onset of sexual activity (15 or under)	<input type="checkbox"/>		
Inappropriate sexual behaviour – comments, exposure, inappropriate touch		<input type="checkbox"/>	
High number of sexual partners or high rates of sexual activity			<input type="checkbox"/>
multiple individuals engaged in sexual activity at one time; or multiple partners within short time periods (please refer to guidance notes)			<input type="checkbox"/>
Child under 13 engaging in sexual activity (Safeguarding referral MUST be completed where this indicator is selected – please refer to guidance notes)			<input type="checkbox"/>
Meeting adults and engaged in sexual activity			<input type="checkbox"/>



Risk Indicators

Low

Medium

High

Comments:

Sexual Health ▼

Unprotected sex	<input type="checkbox"/>		
Sexually Transmitted Infection (STI)	<input type="checkbox"/>		
Multiple STIs/ Recurrent UTIs		<input type="checkbox"/>	
Frequent attendance at Sexual Health Clinics			<input type="checkbox"/>
Repeat access to EHC (Emergency contraception)			<input type="checkbox"/>
Untreated/ Frequent/ Recurrent STIs			<input type="checkbox"/>

Comments:

Social Media/ Technology ▼

Increased time spent accessing the internet, social media or gaming platforms	<input type="checkbox"/>		
Seeming to be more involved with social media world than with family and friends	<input type="checkbox"/>		
Unsafe use of internet – low/ no security, posting personal details, etc. including befriending unknown individuals online	<input type="checkbox"/>		
Photographing/ filming self and sharing (Indecent images)		<input type="checkbox"/>	
Engaging in an inappropriate online friendship / relationship		<input type="checkbox"/>	
High number of contacts on social media including unknown adults / peers		<input type="checkbox"/>	
Accessing inappropriate networking forums – dating websites, specialist forums for anorexia, self-harm, sexual fetish etc.		<input type="checkbox"/>	
Child under 16 receiving sexual communication from an adult (Online and offline communication, including social media, e-mail, texts, letters etc.)		<input type="checkbox"/>	
Using uncommon communication apps or platforms suggested to them by an unknown adult/peer		<input type="checkbox"/>	
Meeting contacts from dating websites or forums in person			<input type="checkbox"/>
Being photographed/ filmed by someone else (Indecent images)			<input type="checkbox"/>

Comments:

Trafficking ▼

Thought to have been moved for the purpose of sexual exploitation (Incl. multiple perpetrators, consenting or not, domestic/ national/ international)		<input type="checkbox"/>
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Comments:

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A separate copy of this risk matrix is attached available on the website.

Complete CSE Risk Factor Matrix

(Staffordshire LSCB procedures section 4HB
Stoke-on-Trent LSCB procedures section D14B)

LOW RISK

Make a decision in respect of the most appropriate support, where referrals are required you are responsible for completion.

Consider a referral to Specialist Services available in your area. For support contact your CSE link

Staffordshire – Stacey Black

Stacey.Black@staffordshire.gov.uk

Stoke-on-Trent – Angela Davenhill

Angela.Davenhill@stoke.gov.uk

Consider completion of an Early Help Assessment (EHA), following the Early Help pathway. Register the Early Help.

For **Staffordshire** EHA support [Ctrl+ click here](#)

For **Stoke-on-Trent** EHA support [Ctrl+ click here](#)

Low Risk RFM's should be sent in a **password protected email from a secure email address or via a cjsm email address** to Catch22.

For support around accepted secure email and password protection please see guidance notes

In consultation with the referrer Catch22 will support with Resources, group or direct work dependent upon the circumstances for the child.

To submit a **LOW** risk referral via a secure email account please [Ctrl + Click here](#)

To submit a **LOW** risk referral via a cjsm email account please [Ctrl + Click here](#)

MEDIUM/HIGH RISK

Support is available from Catch22; however the support should, wherever possible, be provided by the professional with the best relationship with the child

For Staffordshire

Refer to First Response Team or Local Support Team (all medium risk cases should consider referral to the Local Support Team or, if deemed to meet threshold, a safeguarding referral will be made).

For Stoke-on-Trent

Where the Child is not open to Stoke-on-Trent Childrens Social Care, referral must be made via the Safeguarding Referral Team

Medium / High Risk RFM's should be sent in a **password protected email from a secure email address or via a cjsm email address** to Catch22 and the appropriate CSE link.

For support around accepted secure email and password protection please see guidance notes

In consultation with the referrer Catch22 will support with Resources, Group Work or Direct Work dependent upon the circumstances for the child. The CSE link will make a referral to the appropriate CSE panel

To submit a **MEDIUM / HIGH** risk referral for a **Staffordshire Child** via a secure email account please [Ctrl + Click here](#)

To submit a **MEDIUM / HIGH** risk referral for a **Staffordshire Child** via a cjsm email account please [Ctrl + Click here](#)

To submit a **MEDIUM / HIGH** risk referral for a **Stoke-on-Trent Child** via a secure email account please [Ctrl + Click here](#)

To submit a **MEDIUM / HIGH** risk referral for a **Stoke-on-Trent Child** via a cjsm email account please [Ctrl + Click here](#)

Catch22 Missing from Home and CSE Team

Thomas Boughey Children's Centre, College Road, Stoke-on-Trent, ST4 2DQ

01782 237106

Section 4Hd (Staffordshire) Section D14D (Stoke-on-Trent)



Staffordshire Police CSE Information Report

Gathering Intelligence about Child Sexual Exploitation

Staffordshire Police have devised a process by which agencies, parents, carers and young people can provide information about perpetrators. This is gathered and used in situations where there may be no evidence available or the victim is either unwilling or unable to provide a police statement. This occurs in the vast majority of cases of sexual exploitation. Therefore, the opportunity to provide intelligence means that the police can build a sufficient picture over a period of time and act upon it. This could potentially interrupt and disrupt criminal activity where young people are being exploited.

What to collect?

Information on child sexual exploitation includes details on;

- Suspects – names, nicknames, addresses, dates of birth and descriptions of suspects of CSE
- Vehicles – registration numbers, partial registration numbers, make and model, colour and distinguishing features or marks of vehicles used by suspects
- Telephones – details of phone numbers and mobile phones used by suspects and details of any text messages or phone calls made by them or to them
- Locations – details of locations where offences have taken place or suspects/victims frequent
- Offences – details of criminal offences that have not been recorded by the police either because the victim has not been identified or the victim denies them or refuses to cooperate with the police
- Date and times – that incidents occurred or suspects or vehicles seen
- Links – between suspects, vehicles, locations and young people identified at risk of CSE

The more detailed and precise the information is the better the quality of intelligence. The intelligence forms are not to be used for the following:

- To report a crime
- To pass information to the police about a crime that is already being investigated
- To raise a child protection concern

Intelligence can be reported from 3 perspectives:

1. Disclosure by a Young Person at Risk
2. Incident Witnessed by a Professional
3. Information from another Person

Once completed submit the completed intelligence forms onto the Child Exploitation Team.

Please note – the Police CSE information Report is **NOT** a referral form. Agencies should refer to the CSE Policy document [Section 4Ha - Child Sexual Exploitation](#) (Staffordshire) / **Stoke-on Trent Section D14** and follow the process outlined. Referrals should be made to First Response (Staffordshire) or the Safeguarding Referral Team (Stoke-on-Trent) or to the Police. This form is to collect intelligence only and may then be used to assist police in building a case.



Staffordshire Police – Child Sexual Exploitation Information Report

Date/Time of report:

Details of Professional submitting:

Name					
Post / Job Title					
Agency					
Contact Details					
Witnessed Incident		Professional		Member of the Public	

Details of Child/Young Person (if known):

Name	
Age	
Address	

**If the information is from a 3rd party would they be willing to engage with the Police
Yes/No (delete as appropriate)**

**Please provide information: Include as much detail as possible re
names/descriptions/nicknames/vehicle details/addresses etc.:**

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DO NOT USE THIS FORM IF THE INFORMATION YOU ARE SHARING IS A POTENTIAL CRIMINAL OFFENCE (FOR EXAMPLE, PHYSICAL OR SEXUAL ASSAULT).

IF YOU ARE REPORTING AN OFFENCE, PLEASE CONTACT YOUR ORGANISATION'S DESIGNATED SAFEGUARDING LEAD AND FOLLOW LOCAL SAFEGUARDING PROCEDURES.

IF YOU ARE A MEMBER OF THE PUBLIC, REPORT DIRECT TO THE POLICE – DIAL 101 OR, IF A CHILD OR YOUNG PERSON IS IN IMMEDIATE DANGER, CALL 999

Once completed please e-mail this form to childexploitation@staffordshire.pnn.police.uk
If you do not have a secure e-mail facility then please call CET on 101 ext 3604 to discuss

A separate copy of this Information Report is attached here:



Staffordshire Police
CSE Information Repx

Appendix Three

Gathering Intelligence about Child Sexual Exploitation

Staffordshire police have devised a process by which agencies, parents, carers and young people can provide information about perpetrators and is gathered and used in situations where there may be no evidence available or the victim is either unwilling or unable to provide a police statement. This occurs in the vast majority of cases of sexual exploitation. Therefore, the opportunity to provide intelligence means that the police can build a sufficient picture over a period of time and act upon it. This could potentially interrupt and disrupt criminal activity where young people are being exploited.

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- Telephones – details of phone numbers and mobile phones used by suspects and details of any text messages or phone calls made by them or to them
- Locations – details of locations where offences have taken place or suspects/victims frequent
- Offences – details of criminal offences that have not been recorded by the police either because the victim has not been identified or the victim denies them or refuses to cooperate with the police
- Date and times – that incidents occurred or suspects or vehicles seen
- Links – between suspects, vehicles, locations and young people identified at risk of CSE

Appendix Four – Return Interview Form

Question	Type of Box	Value List
Admin Details		
Date	Date	Automatic with date of completing form
Time	Time	Automatic with time of completing form
Participant Name	Name automatically pulled from Participant page	
Case Worker	Single Selection	
Child Information		
Name of Child	Name automatically pulled from Participant page	
Date Of Birth	DOB automatically pulled from Participant page	
Outcome for CYP under the AGE of 10 Years Old		What are the outcomes
Missing Incident		
Missing Incident ID:	Text Box	

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Date of Notification Received	Date Selection	
Police Incident Number	Text Box	
Summary		
Date of Missing	Date Selection	
Contact Date	Date Selection	
Contact Time	Time Selection	
Was the RHI Completed within time frames?	Single Selection	Yes No Other
Comment on time frames with regards to contact/return interview	Multiple Selection	Multiple attempts Incorrect Details chase Police/SC YP On holiday Parent wanting to be present interview Earliest Convenience Parent/Carer wanted CYP seen in School
Interview conducted with	Single Selection	Child/Young Person Adult /Professional
Has the child been seen independently	Single Selection	Yes No
Method of Interview	Single Selection	Face to Face Telephone Other- Text box
Location of Return Interview	Single Selection	Home

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		School
		Placement
		Other- Text box
Lead Professional (social worker)	Text Box- pull from participant page	
Lead Professional email address	Text Box- pull from participant page	
Other Professional involved	Text Box- pull from participant page	
Missing Incident		
Where has the YP ran from	Single Selection	Family Home Placement Semi Independent Foster Care Inpatient Care School Other-Text box
What happened to make you go away/ go missing (push and pull factors)	Text Box	
Locations visited by Child during missing episodes	Multiple Selection	Family Home Friends House Hostel Hotel Park Pub/Club

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		Local Shopping
		Outside LA
		Partners House
		Public Transport
		Refused to say
		Town Centre
		Other – Text box
		Post Code -Text box
Name of Location	Text Box	
Relevant Information received	Selection and text box	Taxi
		Car Info
		Public Transport Type
		Text Box
What happened whilst you were away (any risk taking behaviours/risk to self/others)	Text box	
Did you feel safe while away? (identify positive/protective factors or actions during the incident e.g. Phone remained contactable)	Text Box	
Known Associates who they were with on missing incident (separate with commas)	Text Box	Link names to other known participants in Halo
Can you think of anything that could have been put in place to prevent this missing incident	Text Box	

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Child's main contributory factors	Multiple Selection	CSE Related
		<p>Substance Misuse</p> <p>Education</p> <p>Family Crisis</p> <p>Emotional Well being</p> <p>Friends/Peers</p> <p>Offending/ASB</p> <p>Care Issues</p> <p>Domestic Abuse</p> <p>CCE</p> <p>Trafficking</p>
Reason for Running	Multiple Selection	
		<p>Ability to understand</p> <p>Abuse Neglect</p> <p>Abuse Physical</p> <p>Abuse Emotional</p> <p>Abuse Sexual</p> <p>Abuse Financial</p> <p>Adoption breakdown</p> <p>Alcohol Misuse themselves</p> <p>Alcohol Misuse Parent/carer</p> <p>Anger Management</p> <p>Anti-Social Behaviour</p> <p>Associating with Peers</p> <p>Asylum Seeker</p> <p>Bereavement/Loss/Grief</p>

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			Breaking Curfew Bullying Care Proceedings Care plan CSE- Not related to Missing CSE- Related to Missing CSE- Social Networking Family Issues Divorce separation Family Issues Conflict Family Issues Step Parents Family Issues Siblings Forced Marriage Genital Mutilation CCE Gang Related Honour Based Violence Incident Care home Mental wellbeing themselves Mental wellbeing parental/Carer Offending Parenting Skills Peer Pressure Placement Issue To See Partner
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		School Issues/Topics
		Self-harm Sexual Health issues Substance Misuse themselves Substance Misuse Parent/carers Trafficking Young Carer
Was social media relevant to the missing incident	Multiple selection	Facebook Snapchat Twitter WhatsApp Instagram Kick Askfm Oovoo Tinder Grinder Other- Text box
What can be put in place to prevent any future missing incidents	Text Box	
Outcome of Return Interview		
Current Risk/dangers/Unknowns	Text Box	
Strengths/protective factors	Text Box	
Hopes/dreams/future picture	Text Box	

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Has this been closed after interview	Single selection	Yes
		No
Impact	Multiple Selection	<ol style="list-style-type: none"> 1. Advice guidance given by the case worker 2. Short Intervention 3. Offered Direct Work- Accepted 4. Offered Direct Work – Not Accepted 5. Safeguarding referral (open to social care) 6. Safeguarding referral (not open to social care) 7. Return interview sent to Social care and police 8. Requested Early Help Screening 9. Referral to another service 10. CSE screening tool complete 11. Discussion with police 12. Discussion with social care 13. Intelligence Shared
Actions being taken following the Return interview	Text Box	
Further Details		
Status of Child	Single Selection	CAF/TAF Care Order Child Protection CIN Current CSE Flag Previous CSE Flag

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Section 20

		<p>Troubled Families</p> <p>Under going assessment</p> <p>Not Open to Social Care</p>
Education Status	Single Selection	<p>In School</p> <p>Home Schooled</p> <p>In Employment</p> <p>Excluded</p> <p>NEET</p> <p>Alternative provision</p> <p>College</p>
Name of School attended	Single Selection	List to be added via Managers
Disability	Single Selection	<p>Physical/Mobility</p> <p>Learning Disabilities</p> <p>Sensory hearing</p> <p>Sensory Vision</p> <p>Diagnosed Autism or Asperger's Syndrome</p> <p>Other Text box</p>
Did this incidents trigger a LA meeting	Single Selection	<p>Yes</p> <p>No</p>
Has this incident reached a trigger episode level	Single Selection	<p>Level 1</p> <p>Level 2</p> <p>Level 3</p>
Has the meeting taken place.	Single Selection – Text box	Yes

Any actions for C22		No
Reported Missing From	Single Selection Can this be pulled from the participant page	Home Care 20 Mile radius CICOLA
Host Authority	Single Selection Can this be pulled from the participant page	
Responsible Authority	Single Selection Can this be pulled from the participant page	
Reporting Authority	Single Selection Can this be pulled from the participant page	

A separate copy of this return interview form is attached here:



Return Interview
NEW.docx

Appendix Five - Staffordshire Police Child Abduction Warning Letters



S49 WARNING
LETTER.doc



S2 WARNING
LETTER.doc

Appendix Six - Arrangements for Placement of Children (General) Regs 1991- Notification of a new placement, change of placement or end of placement of Staffordshire Looked After Children

Placing Local Authority Details ▼

Contact Name:	
Telephone Number:	
E-mail address:	
Out of Hours Contact details:	

Young Person's Details ▼

First Name(s):			
Surname:			
Aliases:			
Unique ID:		Date of Birth:	
Ethnicity:		Gender:	
Social Worker: (If different to above)			
Contact Number:			
Email Address:			
IRO details:			
Legal Status:			

Parent(s)/Personal with Parental Responsibility ▼

Name(s):	

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Notification Details ▼

Notification Type:	New Placement: <input type="checkbox"/>	Change of Placement: <input type="checkbox"/>	End of Placement: <input type="checkbox"/>
Placement Start Date:			Placement End Date:
Reason for End date:			
Placement Type:			
Name & Address of Placement:			
What has the Carer been Contracted to do?			

Managing the Assessed Needs & Risks of the Child ▼

Please tick each statement that applies and if a support package is in place:

	Applies	Support Package
Is subject to a child protection plan	<input type="checkbox"/>	<input type="checkbox"/>
If subject to a Care Order, to which Authority:		
Has had previous missing/absence episodes	<input type="checkbox"/>	<input type="checkbox"/>
Is in need of substance misuse support	<input type="checkbox"/>	<input type="checkbox"/>
Is known to Youth offending or is known for anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Has special education needs or an Education Care Health Plan	<input type="checkbox"/>	<input type="checkbox"/>
Has mental Health and/or emotional well-being concerns	<input type="checkbox"/>	<input type="checkbox"/>
Is registered with a disability	<input type="checkbox"/>	<input type="checkbox"/>
Is a victim of or is vulnerable to child sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>
Is a known perpetrator of child sexual exploitation	<input type="checkbox"/>	<input type="checkbox"/>
Has been trafficked	<input type="checkbox"/>	<input type="checkbox"/>
Is an unaccompanied asylum seeker	<input type="checkbox"/>	<input type="checkbox"/>

Has been trafficked	<input type="checkbox"/>	<input type="checkbox"/>
Is an unaccompanied asylum seeker (UASC)	<input type="checkbox"/>	<input type="checkbox"/>

Young Person's GP ▼

GP Name:	
Address:	
Phone Number:	

Other Agencies ▼

Details of any other agencies that are supporting the young person:

If the child/young person goes missing please use the link below:
missingchildren@staffordshire.gov.uk.cjsm.net and email a copy of
the LA Police missing/found compact reports that will then be
forwarded to the child's social worker in order that they can update
our electronic case file system.

Appendix Seven - Risk Evaluation Matrix

MISSING CHILDREN AND YOUNG PEOPLE

Risk evaluation matrix

Known vulnerabilities				
Learning difficulties or disabilities	<input type="checkbox"/>	Looked After	<input type="checkbox"/>	Mental ill health
Reduced educational timetable	<input type="checkbox"/>	Exclusions from school	<input type="checkbox"/>	PRU attendance
CSE	<input type="checkbox"/>	Abduction notice(s)	<input type="checkbox"/>	Trafficking
Self harm	<input type="checkbox"/>	Forced marriage	<input type="checkbox"/>	Honour based violence
Sexual orientation or gender identity	<input type="checkbox"/>	Language or communication difficulties	<input type="checkbox"/>	Gang associations
Frequency and/or length of missing episodes	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Comments Click here to enter text.				

Does the young person engage in return interviews?	Choose an item.	If they don't engage, you may not be fully aware they are missing
--	-----------------	---

Risk indicator		Impact	Likelihood	
Alcohol misuse	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Drug misuse	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Involved in offending or offending behaviour	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Victim of violence	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Victim of CSE	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Victim of other offending or offending behaviour	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Association with adults who pose a risk	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Drawn into dangerous situations	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.
Location and places	<input type="checkbox"/>	Choose an item.	Choose an item.	Click here to enter text.

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Identified risk level		Definition
Low risk	<input type="checkbox"/>	The risk of harm to the young person is assessed as possible but minimal
Medium risk	<input type="checkbox"/>	The risk of harm to the young person is assessed likely but not serious
High risk	<input type="checkbox"/>	The risk of serious harm to the young person is assessed as very likely

Actions to be taken
Consider updating the young person's plan, completing CSE risk matrix, raising a national missing alert, abduction notice, development of a safety plan for the young person, immediate missing escalation meeting, alert to IRO/IC
Click here to enter text.

Lead professional signature	Click here to enter text.	Date	Click here to enter text.
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A separate copy of this risk matrix is attached here:



missing risk
evaluation matrix, Oc

Appendix Eight – OLA Notification Letters



OLA Notification
Form.docx



OLA Notification
Letter 1.docx



OLA Notification
Letter 2.docx



OLA Notification
Letter 3(a).docx



OLA Notification
Letter 3(b).docx



OLA Notification
Letter 4.docx



OLA Notification
Letter 5.docx