

Missing Young Person Policy

Policy Statement

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

- Young person under 16 years, where their location is not verified.
- Young people aged over 18 years whose behaviour pattern is out of character, or there is a suggestion that they or others may be subject to harm or criminal activity.

1. All Young Persons will have been made aware of the risks and dangers of running away, and the measures in place at the Home if they go missing. This will have been explained to the young person and family / significant other when the young person is admitted to the Home.

2. A form of relevant information will be completed for every new young person at the Home:

2.1 For a young person with no previous history of going missing – refer to the Missing Person Information Record Form.

2.2 For a young person with a history of going missing – refer to the Previous Missing Event Record Form. These documents will be reviewed and updated to reflect any changes of relevant information. Staff will report to the Manager if they have cause for concern.

3. When any member of staff discovers that a young person is missing the Home Manager will be immediately informed and the following action will be taken to try and locate the young person:

A full search of the buildings/grounds/vehicles will be immediately organised, causing minimum disruption to the other resident Young Persons in the Home.

Search personal space for important leads (e.g. mobile phones, diaries, letters, notes, emails and website activity) for information that may assist in locating the young person.

Check to see if any personal or significant items are missing from the Home.

Contact all known friends and relatives where a young person may be.

Speak to other Young Persons in the Home to obtain any relevant information

Check locations that the young person is known to frequent or was known to be attending.

Call or text any mobile phone held by the young person and leave a message asking them to make contact. Contact the young person's school or school friend

If the young person is still missing a completed Missing Persons Information Record Form and/or a Previous Missing Event Record Form will be passed to the Social Services Emergency Duty Team and the Police within 3 hours of discovering the young person is missing.

5. The Social Services will usually undertake to inform the young person's family, though this may be done by the Manager of the Home if there is a good relationship between the Home and the family. The overall responsibility for this will be agreed with Social Services.

6. Full records of the incident will be made in the Incident Log and the young person's Case Notes. **7.** Procedure when the person returns

- Inform all persons/agencies previously contacted that the person has returned, and the circumstances where appropriate.
- Contact other professional services (GP/Hospital/Psychiatrist etc) if required.
- Document incident in the service user file.
- Amend care plan, if appropriate.
- Review appropriate risk assessments.

8. When a young person is found safe and returned to the Home the staff will ensure that the young person is welcomed back to enable them to re-adjust and settle back into Homelife again.

9. A Missing Young Person Report Form, will be completed on their return. The Manager will carry out regular monitoring of all unauthorised absences of Young Persons / young persons from the Home to determine whether adverse trends are apparent. This data is reviewed at the 6-monthly Quality Management Review Meetings.

19. Return home interview

When a young person who has been missing is found or returns, they will be offered an Independent Return Interview to try and uncover information to prevent the risk from recurring and reduce exposure to risk while missing.

The return home interview will be undertaken by the young person's allocated social worker.

The interview will be held in a neutral place where the young person feels safe and provide an opportunity to hear from the young person why they went missing and understand the risks and issues they might have faced while missing. The length of the interview will depend on the circumstances, level of risk and the engagement of the child. At the start of any discussion it must be explained to the young person that confidentiality will be respected unless there are welfare, child protection or serious criminal issues.

The young person should be encouraged to speak openly in order to reveal the following information.

- Why did they go missing?
- Where did they go?
- Who have they been with?
- Any risks and dangers that they encountered?

REFERENCES:

- Incident & Action Log
- Missing Persons Information Record
- Previous Missing Event Record
- Missing young person Report
- Safeguarding Young People
- Individual YP Risk Assessment Policy

Monitoring and Review

The Company Secretary will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

Employees are invited to suggest any ways the policy can be improved.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

After reading this Policy, you should be able to:

Understand what Missing Young Person Policy is and how the Missing Young Person Policy operates; Understand how Missing Young Person Policy operates at Liberty Supported Living Limited and have an awareness of the actions we take in preventing, identifying and reporting concerns;

Understand the role you play in Missing Young Person Policy.

If you have not understood any of these points, please ask your Line Manager or trainer for further help

Policy Review

A Director will review this policy at least once a year to make any updates needed.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Liberty Supported Living Limited. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

F. Mushaniga

Director's Signature

Fred Mushaniga

Director

