

# THE CARR FENTON FOUNDATION



## WHEN A CHILD/YOUNG PERSONS IS MISSING FROM HOME OR CARE

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Kate Warner	September 17	September 18
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<b>Overview</b>	
<i>Our Missing Person's Policy sets out how the Trustees, Governors and Staff of The Carr Fenton Foundation are committed to ensuring that our young people are safeguarded in conjunction with local policies and procedures.</i>	
<b>Review Panel</b>	
Care Manager, HR, Safeguarding Co-ordinator — School and College, Children's Home, Nursery Governors/Trustees	
<b>External Input</b>	Safeguarding Committee/Doncaster Safeguarding Children's Partnership, Missing person's police officer
<b>Review Date</b>	April 2027

**(Guidance for Managers and Staff)**

**DONCASTER DEAF TRUST GUIDANCE ON MISSING CHILD/YOUNG PERSONS**

The information and procedures described in this document should be followed in circumstances whereby a learner, pupil or child is missing from a class or from residence/care home or has failed to arrive at a destination.

This Policy has been produced in line with the following:

- **Children's Homes Regulations 2015 including the Quality Standards**
- **South Yorkshire missing from home and care protocol 2023**
- **Statutory Guidance for children who run away or go missing from home or care January 2014 — department of education.**
- **Statutory Guidance for children missing education — department of education 2025**
- **KCSIE 2025**
- **Working together to safeguard children - 2026**

**Introduction**

The Carr Fenton Foundation recognises that developing high levels of care and support set in a context of positive care practice and relationships can help to minimise the risk of children and young people running away. Good policies and procedures for listening to children/young people are essential in developing quality care and residential facilities.

**This Procedure is intended to cover the following:**

- Children and young people under the age of 18 and those over 18 who are considered vulnerable.
- Children/young people in School, College, the Children's Home or the Nursery who go missing, absent themselves or are missing without permission (unauthorised absence)

- Children/young people travelling independently, who have not arrived at their destination and those whose whereabouts cannot be accounted for. (missing persons)

## Definitions

The terms '**Young Runaway**' and '**Missing**' refers to children and young people up to the age of 18 who have run away from their home or care placement, have been forced to leave, or whose whereabouts are unknown

**Child/Young person:** For the purpose of this policy, the term 'child/young person' refers to any child or young person under the age of 18 years.

**Vulnerable Person:** In some cases, a person over the age of 18 may be considered vulnerable due to their disability. In these cases, this policy should be followed.

**Young runaway:** A child who has run away from their home or care placement, or feels they have been forced or lured to leave.

**Missing child:** A child reported as missing to the police by their family or carers.

**Looked After Child (LAC):** A child who is looked after by a local authority, by reason of a care order, or section 20 of the Children Act 1989.

**Responsible local authority:** The local authority that is responsible for a looked after child's care and care planning.

**Host local authority:** The local authority in which a looked after child is placed when placed out of the responsible local authority's area.

**Care leaver:** an eligible, relevant or former relevant child as defined by the Children Act 1989.

**Missing from care:** A looked after child who is not at their placement or the place they are expected to be (eg, school) and their whereabouts is not known.

**Away from placement without authorisation:** A looked after child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the local authority or the police.

## If a child or young person goes missing

Every situation is different and there are no set rules about when a child should be considered missing. If in doubt about whether to contact the police to formally report a child missing, for example, when a teenager fails to return home after an agreed time, the police will be more

than happy to discuss any concerns and offer advice. **The Duty Sergeant can be contacted on 01302 385217.**

Children/young people, especially those who have a disability and who go missing from the residential setting, are often extremely vulnerable. Reasons for their absence can be varied and complex and cannot be viewed in isolation from the home/family circumstances and their experiences in the care/residential setting.

Every "missing" episode should, therefore, attract proper attention from the staff involved with the child/young person, those staff, in turn, must collaborate with the authorities to ensure a consistent and coherent response is made toward the child/young person on his/her return. All situations must be accurately recorded.

In terms of managing "missing" episodes it is important that staff in all agencies work together. The following procedure should assist in this process by combining aspects of The Carr Fenton Foundation's policy and Local Authority/Police procedures in relation to missing persons so that, where they overlap or interface, respective actions and responsibilities are clear. Doncaster Safeguarding Children's partnership 'Children missing from Home or Care – South Yorkshire Protocol 2023' and 'Statutory guidance for children who run away or go missing from home or care January 2014 has been used extensively in the preparation of this document.

### **Categories used in Local Authority Protocol**

In terms of definition within The Carr Fenton Foundation, staff may describe or refer to children or young people as missing. However, when referring or working with external agencies more descriptive categories apply. Since April 2013 police forces have been rolling out new definitions of 'missing' and 'absent' in relation to children being reported as missing to the police. These are:

- **Missing:** anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another; and
- **Absent:** a person not at a place where they are expected or required to be.

If the location of the child/young person is known, the child/young person should not be reported to the Police, and the workers should take the appropriate steps to return the child to the placement (a child in residential care).

Unauthorised absence should not be reported to the police, but repeating episodes of this behaviour should be discussed at local runaway action groups to safeguard the risk to the child and prevent future running away episodes.

## **Children and Young Persons within The Carr Fenton Foundation**

In many cases, learners and pupils are encouraged to travel independently to and from The Carr Fenton Foundation premises. Their travel involves in the main, journeys to and from their homes but also involves local travel when children and young people are engaged in programmes involving learning to travel or shop etc. Some of our learners and pupils will however, irrespective of their age, require close support due to their vulnerability which may mean targets for reaching independence are delayed. Some children in the school, the college and the Children's Home (Dickson House) are 'looked after' or placed with us by the local authorities who have responsibility for them. In all cases, children and young people under the age of eighteen require permission to be away from The Carr Fenton Foundation premises and certainly when this is either late or overnight. If appropriate to the age and ability of the child/young person, the relevant permission should be obtained from the parents/guardians and should be recorded. Risk assessments for independent travel or visits should be completed prior to travel taking place.

### **Course of Action**

The Senior Manager must be informed as soon as the child/young person is unaccounted for. He/she will take responsibility for the implementation and co-ordination of the following procedure.

## ACTION BOX

What to do in the event of a missing child/young person/vulnerable person

- *Missing: anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be subject of crime or at risk of harm to themselves or another; and*
- *Absent: a person not at a place where they are expected or required to be.*
- *If the location of the child/young person is known, the child/young person should not be reported to the Police and the workers should take the appropriate steps to return the child to the placement (a child in residential care).*
- *Unauthorised absence should not be reported to the police, but repeating episodes of this behaviour should be discussed at local runaway action groups to safeguard the risk to the child and prevent future running away episodes.*

### Actions Required by Staff

- Concerns must be raised with the senior manager/care manager on duty
- Make a thorough search of the residence, the child/young person's bedroom and the campus. A detailed and accurate record of the extent of the search must be made and retained.
- Attempts should be made to contact the missing young person on their mobile telephone, if they have one.
- Contact relevant and appropriate family members, friends, school, professional colleagues and any other known associates with whom the child/young person is known to have contact.
- Complete a detailed risk assessment to determine the level of risk posed to the child/young person. (See Appendix 1)
- Continue to attempt to locate the child/young person. If appropriate staffing levels allow, a search of local shops/amenities/parks may be appropriate.
- If attempts to locate the child/young person have failed and the risk to the child/young person is considered high, then the following action should be taken:
  - Notify the Police. Consider the '999' option. Alternatively contact the Police Control Room on **0114 2202020 or 101**. (It is imperative that the Police are informed immediately when the child or young person returns or their whereabouts become known.
- The Social Worker of the child or young person should be notified.

## Missing During an External Visit/Trip or Activity

### **ACTION BOX**

These procedures are designed to ensure that if a child/young person is discovered to be missing on a visit, trip or outing they are found and returned to supervision as soon as possible.

#### **Action required by staff.**

An immediate headcount should be carried out to ensure all other children/young people are accounted for.

Search the immediate vicinity ensuring adequate supervision of others.

Contact the Venue Manager to arrange a search of the premises/grounds etc.

Contact a senior member of staff and the Safeguarding DSL at The Carr Fenton Foundation.

Contact the local Police giving a full description of the child/young person and describe any disabilities.

Ensure supervision is in place for the remaining children/young persons

The Manager at The Carr Fenton Foundation will be responsible for ensuring that the general procedures in relation to a missing child/young person are followed.

The Safeguarding DSL will inform Doncaster Safeguarding Children's Partnership

A full record of all activities undertaken until the child/young person is found will be required for the incident report.

Police should be contacted on 101 or 999 and reported to the Force area from where the child / young person went missing or absent.

## **Reason for Absences**

Children/young people who absent themselves without permission may be carrying on a pattern of behaviour that has been established over a long period, starting before any involvement with residential placement or Social Services. Alternatively, they may be reacting specifically to their present circumstances. It is as likely that a child/young person is running from something as *to* something. They may want to escape conflict with carers, bullying, abuse, or just general unhappiness and may be under enormous temptation to leave from peer pressure or perceived advantages of returning to their families.

When a child/young person has a history of repeatedly going missing, care must be taken not to see successive incidents as simply 'crying wolf'. Any child/young person who consistently goes absent may be experiencing personal problems, which may lead him/her into potentially difficult or dangerous circumstances. It is crucial that each episode is assessed in its own right, as well as being assessed against the previous history of absence.

## **Assessment of Risk**

The ability to be able to assess the potential risk posed to, or by, a child/young person is fundamental to the good management of each case. The issues that affect whether or not a child/young person may go absent should be regularly addressed through the 'Care Planning' for the child/young person and at Placement Agreement Meetings if applicable. This is most important at times of significant change, such as when a young person is first looked after, changes of placement or when the child/young person is displaying behaviour that could indicate the possibility of going absent.

It is important to identify key relatives and friends of the child/young person as research shows that almost half of those who go absent are found with relatives or friends. In these cases, they should not be considered as 'missing' but an 'unauthorised absence'.

Every time a child/young person goes missing, a risk assessment will be carried out, to establish the degree of risk they pose when absent. If the child or young person is considered to be at immediate risk, then the police should be contacted immediately by the manager on call. Otherwise, a child/young person should not be reported missing to the police until a risk assessment has been completed by the senior person on duty (in consultation with the child/young person's social worker/parent)

## **Issues to be considered when assessing levels of risk:**

Absences which cause concern are those where staff or carers have no indication that a child/young person is likely to return within a short space of time or where there is immediate concern for their safety or there is potential danger to the public.

In assessing the risk, all staff need to take account of the above definition and take the following into consideration:

- Child/young person's age — generally, the younger the person is, the more vulnerable he/she is.
- Have they gone missing before? If a child/young person regularly goes missing this may be of less concern. If a child/young person has never gone missing before then this may increase concern.
- Is the reason for absence known? If the reason for absence is known then this will either increase or diminish the cause for concern. If no reason is known this should increase the level of assessed risk.
- Whether the child/young person has any disability or medical condition that requires treatment or additional supervision
- History of self harm
- Likelihood of self harm
- Competence of the child/young person
- Particular circumstances at time of incident
- State of mind at time of incident
- His/her likely associations when absent
- Length of time missing (case-by-case basis)
- The time of day or night
- Any risk of sexual exploitation/online grooming
- Risk of radicalisation
- Risk of trafficking
- Risk of FGM
- Is the young person involved in any crime
- Is the young person the victim of any crime/criminal exploitation
- Are there health issues to address (sexual health, physical, emotional)
- Is the child or young person being bullied, including cyber bullying
- Are there any specific equality issues to be considered for the child or young person

A record should be made by the staff member of their assessment of risk using the form at Appendix 1.

It should be noted that the risk assessment may not reflect the Police assessment of risk. The actual risk assessment applied to the missing episode is a Police one, and determines the response level.

Any child/young person, whether categorised as 'Missing' or 'absent' and assessed as high risk will merit an immediate police response.

If the child or young person is categorised as 'missing' and assessed as medium risk then a measured police response will be instigated. This will take into consideration the possibility that the child/young person will return of their own volition. This response will increase if the child/young person does not return and will depend on individual circumstances, including the receipt of further information.

When a child or young person is assessed as 'absent' by Police, the responsibility to conduct relevant checks remains with those who have caring responsibility. There will be an agreed time in the future when Police will contact the carers for an update and reassess the risk. If between reporting and the agreed contact time, new information becomes known, the Police must be informed straight away.

The risk assessment result will be considered in discussion between the investigating police officer and the person responsible for reporting the child/young person missing, to agree an Action Plan. Additional information or changes of circumstances should be reported to the police so that the Action Plan can be reviewed.

The above criteria should be considered in every case where a child/young person is absent without permission but must be applied with sensible judgement. He/she may be simply returning late or testing the boundaries of control. On the other hand, it may be obvious to the carer that the child/young person is at significant risk, in which case the police should be informed immediately.

The intention is to trigger police action at a mutually agreed stage, which is based on a high level of concern, not simply the number of hours absent.

If the whereabouts of a child or young person is known, they shall not be considered missing or absent by Police. These incidents should be reported to the placing authority only.

### **Police Response (In all cases where a child/young person is missing)**

It is the responsibility of the senior member of staff within The Carr Fenton Foundation and Social Services to provide comprehensive information to the police to enable all risk factors to be considered.

In accordance with nationally agreed procedures a full investigation will then be conducted by the Police, in line with agreed Action Plans and in compliance with the Police Missing Persons Policy.

The information to be made available to the police, with regard to the child/young person is:

- A description (including clothes worn, items taken, money, etc)
- When last seen and with whom
- A recent photograph
- Family addresses
- Known acquaintances and their addresses
- Any previous history of missing/absent
- The name and address of their GP and dentist
- Any circumstances likely to increase the level of risk

## **When a Child/Young Person Remains Missing**

In line with Local Authority agreements and protocols, the police will conduct reviews of the case at least daily. A child/young person who remains missing will be treated as an active case.

If it is a child's third missing episode in 28 days or the number of hours a child has been missing exceeds locally agreed thresholds then a multi-agency missing strategy meeting must be held. The period of time for which a child is missing, before a strategy meeting is convened, should not exceed 72 hours. If a missing child has a multi-agency core group meeting, this meeting is appropriate to serve as the multi-agency missing strategy meeting and should be held within 2 working days of when the trigger is met. If the child is still missing, the strategy meeting will consider what plans need to be put in place for their return. If there are concerns of significant harm from any single missing episode, Child Protection procedures need to be instigated

The strategy meeting should be attended by a Social Services Manager, a Senior Manager from The Carr Fenton Foundation and or DSL and a Police Officer together with other appropriate staff from both agencies. A copy of the South Yorkshire joint protocols should be made available to the placing authority. Any absence or missing episode comes under South Yorkshire Policies, not the placing authorities. Any strategy meeting should be held in Doncaster and NOT in the area where the child originates.

The Strategy Meeting should elicit a clear statement of the actions being taken regarding the absence, to ensure all that should be done is being done.

## **Planning for the Child/Young Person's Return**

If a child/young person's absence continues beyond a few hours and falls within this Protocol, the Social Services manager responsible for him/her, in consultation with the parents and police, as appropriate, should commence contingency planning for when the child/young person is located.

Such plans should include:

- Do the police wish to interview him/her before being returned to placement?
- Is it necessary to appoint an 'independent person' to talk to the child/young person after his/her return and, if so, who would be an appropriate person?
- Who should complete the 'Independent return interview' (Social Care are currently in charge for this within South Yorkshire)

When a child/young person is found and needs collecting, it is the responsibility of the parents, social workers or carers to collect the child/young person from the specified location. However, if the child/young person is deemed at immediate risk or harm, the police will collect them to ensure their safety.

## **The Child/Young Person's Return — independent Return home interviews**

When a missing child is found they must be offered an Independent Return Home Interview. South Yorkshire Police pass details of missing children to Doncaster Children's Services for the purpose of carrying out interviews in line with their protocols. They then arrange and carry out these independent return home interviews and share that information back with the police to inform current and future safeguarding arrangements' and to identify (and respond to) root causes to missing episodes.

The independent interview should be carried out within 72 hours of the child's return by a person not involved in the child's care planning. They should have the necessary training and skills to carry out such interviews and be able to follow up any actions required. Interviews should be held in a neutral place where possible and in a place where the child feels safe

On his/her return, the child/young person's medical condition should be discussed immediately and an offer made to arrange medical attention, if appropriate.

It is National Legislation from the Royal College of Policing that an Officer has to physically see and speak to a young person once they have returned to complete a Prevention interview, previously known as a 'safe and well' check.

It is the responsibility of the senior manager to arrange for the child/young person to receive a visit from their parents or social worker (if looked after) as soon as possible but within 72 hours of returning.

### **Record Keeping**

Following the child/young person's return home, CPOMS must be updated and OFSTED should be informed as soon as possible (within 24 hours for children's homes).

A record must be kept on the child/young person's file of each absence, noting the date on which the absence started and the date of return. A record should also be kept in the daily logbook/diary (Children's homes). Fuller, written reports should be recorded in the child/young person's record file and in CPOMS.

Local Police have a duty to keep a log of all incidents of children/young people missing from a residential setting. (in line with the Waterhouse report recommendations).

### **Review of Procedures and Guidance**

The responsibility for reviewing this document will be that of senior managers in line with changes to local authority protocols. Quality Assurance issues will be undertaken in conjunction with The Carr Fenton Foundation internal systems.

Contact Details: South Yorkshire Police 101

Missing person's officer:

[Fiona.Ginbey@southyorks.pnn.police.uk](mailto:Fiona.Ginbey@southyorks.pnn.police.uk) 01302 385419

Doncaster Safeguarding Children's Partnership 01302 737777

OFSTED 0300 123 1231

Trust Contacts: Safeguarding Coordinator School 01302 386735

Safeguarding Coordinator College 01302 386707

Safeguarding Coordinator Dickson House 01302 386747

Safeguarding Coordinator Nursery 01302 386730

APPENDIX 1

The Carr Fenton Foundation - MISSING PERSON RISK ASSESSMENT

BASIC DETAILS

NAME:	D.O.B:	
CARE STATUS:	D.O.A:	
GENDER: MALE/FEMALE	DATE OF INCIDENT:	
ADDRESS MISSING FROM:	ETHNIC ORIGIN:	
	TIME MISSING FROM:	

RISK ASSESSMENT CRITERIA AND PROFILE RATING

RISK		
LOW RISK	MEDIUM	HIGH
There is no apparent threat of danger to the subject or the public	The risk posed is likely to place the subject in danger and/or they are a threat to themselves or others.	Risk is immediate and there are substantial grounds for believing the subject is in danger through their own vulnerability; or may have been the victim of serious crime; or the risk posed is immediate and there are substantial grounds for believing the public is in danger.

AGE		
LOW RISK	MEDIUM RISK	HIGH RISK
16 + above	14 & 15	13 & UNDER

1

IS THE PERSON VULNERABLE DUE TO AGE OR DISABILITY OR ANY OTHER SIMILAR FACTOR?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

2

BEHAVIOUR THAT IS OUT OF CHARACTER IS OFTEN A STRONG INDICATOR OF RISK; ARE THE CIRCUMSTANCES OF GOING MISSING DIFFERENT FROM NORMAL BEHAVIOUR PATTERNS?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

3

IS THE PERSON SUSPECTED TO BE THE SUBJECT OF A SIGNIFICANT CRIME IN PROGRESS E.G. Abduction or so called 'Honour' crime?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

4

IS THERE ANY INDICATION THAT THE PERSON IS LIKELY TO COMMIT SUICIDE? OR RISK OF SELF HARM BASED ON HISTORY OR SUPERFICIAL EVIDENCE (i.e. Grazes etc)				
NO		UNKNOWN		YES
<u>Comments</u>				
LOW (1+2)		MEDIUM (3+4)		HIGH (5)
Never	Verbal threats	Attempts	Incidents/Low Likelihood/Severity	Repeated incidents high severity likely
1	2	3	4	5

5

IS THERE ANY REASON FOR THE PERSON TO GO MISSING?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

6

ARE THERE ANY INDICATIONS THAT PREPARATIONS HAVE BEEN MADE FOR ABSENCE?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

7

WHAT WAS THE PERSON INTENDING TO DO WHEN LAST SEEN? DID THEY FAIL TO COMPLETE THEIR INTENTIONS?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

8

ARE THERE FAMILY OR RELATIONSHIP PROBLEMS OR RECENT HISTORY OF FAMILY CONFLICT AND / OR ABUSE?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

9

ARE THEY A VICTIM OR PERPETRATOR OF DOMESTIC VIOLENCE (including forced marriage or under threat of forced marriage)?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

10

DOES THE MISSING PERSON HAVE ANY PHYSICAL ILLNESS/DISABILITY OR ANY MENTAL/EMOTIONAL HEALTH PROBLEMS?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

11

ARE THEY SUBJECT TO A CHILD PROTECTION PLAN?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

12

PREVIOUSLY DISAPPEARED AND SUFFERED OR WAS EXPOSED TO HARM?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

12A

PREVIOUS ABSENCE PATTERNS				
Persistently	Frequently	Occasionally	Rarely	Never
1	2	3	4	5

13

BELIEF THAT THE PERSON MAY NOT HAVE THE ABILITY TO INTERACT WITH OTHERS OR AN UNKNOWN ENVIRONMENT WHICH INCREASES THEIR VULNERABILITY		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

14

DO THEY NEED ESSENTIAL MEDICATION THAT IS NOT LIKELY TO BE AVAILABLE TO THEM?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

15

FACTORS THAT INCREASE THE LEVEL OF WELFARE RISK. E.g. Ongoing Bullying, Racial / Sexual / Homophobic harassment, problems within local community, Cultural issues or any concerns or evidence regarding Sexual Exploitation or Radicalisation				
NO		UNKNOWN		YES
<u>Comments</u>				
LOW (1+2)		MEDIUM (3+4)		HIGH (5)
None	Low	Average	High/Safe	Vulnerable/Unsafe
1	2	3	4	5

16

WERE THEY INVOLVED IN A VIOLENT AND / OR RACIST INCIDENT IMMEDIATELY PRIOR TO DISAPPEARANCE?		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

17

ARE THERE ANY PROBLEMS RELATING TO SCHOOL / COLLEGE / EMPLOYMENT. ANY FINANCIAL DIFFICULTIES OR ANY DIFFICULTIES AT A RECENT REVIEW		
NO	UNKNOWN	YES
<u>Comments</u>		
LOW	MEDIUM	HIGH

18

DRUG OR ALCOHOL DEPENDENCY?				
NO		UNKNOWN		YES
<u>Comments</u>				
LOW (1+2)		MEDIUM (3+4)		HIGH (5)
Never	Rarely	Occasionally	Frequent / Safe	Persistent / unsafe
1	2	3	4	5

19

ARE THERE ANY OTHER UNLISTED FACTORS, WHICH MAY INFLUENCE THE RISK ASSESSMENT? e.g. Cultural issues affecting females, Offending behaviour, Contact issues				
NO		UNKNOWN		YES
<u>Comments</u>				
LOW (1+2)		MEDIUM (3+4)		HIGH (5)
None	Low	Average	High/safe	Vulnerable/Unsafe
1	2	3	4	5

20

WHAT DO YOU CONSIDER TO BE THE RISK LEVEL? INITIAL ASSESSMENT (Circle)		
LOW	MEDIUM	HIGH
STATE THE REASON FOR CHOICE OF RISK LEVEL:		
PERSON COMPLETING FORM:	PRINT NAME:	SIGNATURE:
SENIOR STAFF	PRINT NAME:	SIGNATURE:

 **CODE RED = AUTOMATICALLY REPORT AS A MISSING PERSON ON EVERY OCCASION**

1) NUMBER OF PREVIOUS ABSCONSIONS: \_\_\_\_\_

2) ANY INCIDENTS OF HARM/INJURY: \_\_\_\_\_

3) PERSON COMPLETING ASSESSMENT: \_\_\_\_\_

4) SENIOR STAFF: \_\_\_\_\_ TIME CONTACTED \_\_\_\_\_

5) ASSESSMENT AGREED: YES/NO

6) POLICE TO BE INFORMED: YES/NO: TIME CONTACTED: \_\_\_\_\_

When the assessment is complete and only if the child is deemed to be “A Missing Person” and not “An Unauthorised Absence” should the police be informed immediately of the child’s absence. Arrangements should also be made to inform the child’s parents.