

1907

Title: Missing Children and Young People Alert	
Standard Operating Procedure	
Prepared by: Jane Wilkinson	
Presented to: Care & Clinical	Date: 23.09.15
Ratified by: Care & Clinical	Date: 23.09.15
	Review date: 23.09.17
Links to policies: Child Protection Policy 2013 South West Child Protection Procedures Working Together to Safeguard Children 2013	

Purpose of this document –

This document has been written to provide practitioners with a clear process to follow for missing children and young people

Promoting Children's well-being and safeguarding them from significant harm depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals. (Working Together to Safeguard Children DH 2013).

It is the responsibility of the person receiving information regarding missing children and families to ensure that they meet their statutory duty. The Data Protection Act 1998 makes provision for the processing of personal identifiable information (section 27 and paragraph 4 of the schedule to the Data Protection (processing of sensitive, personal data) Order 2000 (no: 417)).

This SOP has been developed to provide a comprehensive and clear framework for alerting relevant staff within Torbay and Southern Devon Health and Care NHS Trust to National and Local missing children, young people and families about whom there are or may be child protection and/or child welfare concerns.

Scope of this SOP –

This SOP refers to all Torbay and South Devon NHS Foundation Trust Staff who are in contact with children, young people and their families. This includes unborn babies.

Competencies required –

All staff employed by the Trust will have been trained to the appropriate level of Child Protection for their role.

All Trust staff will be aware of the South West Child Protection Procedures – www.swcpp.org.uk

Torbay and Southern Devon Health and Care NHS Trust staff will know how to access support and Supervision from the Safeguarding Children Team

Patients covered –

This SOP is applicable to all children, young people and families in Torbay and Southern Devon

Procedure:

Practitioner suspects a child/young person is missing

1. Practitioner identifies a missing child/young person by, for example, following the Did Not Attend, No Access Visit, Family Disengagement SOP, through Supervision, child not in school or via other professionals/agencies.
2. Practitioner (both Torbay and Southern Devon) notifies Named Nurse Safeguarding Children using Template (Appendix 1).
3. The Named Nurse Safeguarding Children verifies that the Practitioner has checked with any other agencies/professionals known to be involved with the child as appropriate, e.g. GP, Child Health Department, Nursery/School or Children's Services.
4. If child/family is located – no further action and documented in records.
5. If child/family NOT located Named Nurse Safeguarding Children to complete missing child/young person Alert (Appendix 2).
6. Named Nurse Safeguarding Children to forward missing child/young person Alert to relevant agencies & practitioners, both in Torbay and Devon, as indicated on form.
7. If Child Protection concerns, refer to Children's Services.

Practitioner has contact with a child/young person whom the professional believes may be missing from elsewhere in the country

8. Practitioner to contact Safeguarding Children Team to check if information is held on child/young person.
9. If child/young person is known to be missing, the relevant authority will be notified by the Safeguarding Children Team.
10. If the child/young person is not known to be missing, document in records and take action as appropriate.

Missing child/young person from out of area

11. All missing child/young person alerts are sent to the Designated Nurse for Safeguarding Children. The Designated Nurse forwards the alerts to the Torbay Named Nurse Safeguarding Children and the Child Health Department in Torbay.
12. The Named Nurse Safeguarding Children will distribute the missing child/young person alert to the Child Protection Supervisors, the Public Health Team Leaders and Minor Injury Units by secure email.
13. Missing child/young person alerts will be disseminated to practitioners by their Team Leader.
14. If the child/young person is identified by a practitioner, the Torbay Named Nurse Safeguarding Children must be contacted immediately who will notify relevant people.
15. The relevant authority of that missing child/young person will be notified by the Named Nurse Safeguarding Children or their delegated deputy
16. If the child/person is not identified, the missing child/young person alert should be destroyed immediately by the practitioner.
17. Missing child/young person alerts will be stored securely by the Named Nurse Safeguarding Children and can be contacted for updates/advice as necessary.
18. Once a child/young person has been located or a period of 12 months has expired, the alert should be destroyed by the Named Nurse Safeguarding and the alerter will be informed by the Named Nurse.

References, bibliography and Internet Links

Children Act 2004 (2004) London, The Stationery Office

Data Protection Act 1998

Department for Education & Skills (2008) Information Sharing: Guidance for practitioners and managers. London: DfES www.dcsf.gov.uk

HM Government (2013) Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children March 2013, London: The Department for children, schools and families

South West Child Protection Procedures

www.swcpp.org.uk

Appendix 1

Notification of Missing Child/Young Person by Practitioner

DATE:

NOTIFIED BY: (name)

Title

SOURCE OF INFORMATION:

CURRENT STATUS: *circle* With adult named below

Unborn

Name of Adult/s	DOB
Name of missing child(ren)	DOB

Last known address/and/or area believed to be in:

Other agencies/professionals checked with:			
GP Child Protection Leads		Minor Injury Unit	Team Leaders for:
Designated Nurse TCT		A&E	SCPHN
Named Nurse SDHCT		Zone Managers North, South	Primary Drug & Alcohol Team
Named Nurse of other NHS Trusts Devon		Adult Mental Health	CAMHS
Named Nurse Devon Partnership Trust		Police Domestic Abuse Unit	Family Health Partnership
Children's Services Child Protection Unit		Police Child Abuse Investigation Unit	Trust Security Manager

Comments:
Current Child Protection or Safeguarding Concerns Y or N

Please send to:
Named Nurse Safeguarding Children,
2nd Floor South, Tor Hill House, Torquay TQ1 3DR
Email: safeguardingchildren.tct@nhs.net

Monitoring tool

Standards:

Item	%	Exceptions

References:

Amendment History

Issue	Status	Date	Reason for Change	Authorised
Version 3	Reviewed	23/09/15	Replace Out of Date SOP	Jane Wilkinson