

Missing children: Categories of absence and social worker actions and forms (policy available at [missing-children-social-work-procedures.pdf](#))

Police Definition	Category of absence	Definition	Action/forms
No apparent risk	Unauthorised absence	The child is not at home or placement as required but their whereabouts is known and there is no apparent risk of harm.	<ul style="list-style-type: none"> • Social workers complete a Missing notification form that is sent to named recipients • On return home, social worker sends an email to let those notified of the return • Following 3 separate episodes of Unauthorised absence child is referred for a return home interview
Missing- Low risk (risk of harm is possible but minimal)	Concerning absence- Low	Low risk cases are those cases where the child is not at home or placement as required, but despite vulnerability /risk of exploitation, is known to be or highly likely to be with family or friends and is contactable by phone.	<ul style="list-style-type: none"> • Social workers complete a Missing notification form that is sent to named recipients • Social workers complete a Missing risk assessment and share this with Heads of Service/Director • Social worker updates risk assessment regularly whilst the child remains away and shares with Heads of Service/Director • On return home, social workers refer child for a return home interview • Following RHI social workers then complete the risk assessment on MOSAIC to end the missing episode • On return home, social worker sends email to let those notified of the return
Missing- Medium risk (risk of harm is likely but not serious)	Concerning absence- Medium (Red or Amber RAG rated CCE and CSE)	Medium risk cases are CSE and CCE cases where the case has a Red or Amber RAG rating and an active CSE/CCE investigation is ongoing and the child is suspected of being with exploiters, is not with family and is not contactable by phone.	<ul style="list-style-type: none"> • Social workers make sure the child has been reported as missing by parent/carer/keyworker. • Social workers complete a Missing notification form that is sent to named recipients • Social workers complete a Missing risk assessment and share this with Heads of Service/Director • Social worker updates risk assessment regularly whilst the child remains away and share this with Heads of Service/Director

			<ul style="list-style-type: none"> • On return home, social workers refer child for a return home interview • Following RHI, social workers then complete the risk assessment on MOSAIC to end the missing episode • On return home, social worker sends email to let those notified of the return <p>For young people in residential/pathways accommodation:</p> <ul style="list-style-type: none"> • Keyworkers to notify the social worker and carry out the missing risk assessment using the Philomena protocol template and share this with the social worker • Keyworker to report the young person as missing to the police
<p>Missing- High risk (Risk of serious harm very likely)</p>	<p>Missing</p>	<ul style="list-style-type: none"> • The child's whereabouts and the circumstances of going missing is unknown; and • their disappearance is out of character; and • there are specific concerns or factors that make the child vulnerable, for example age, disability, mental health difficulties. 	<ul style="list-style-type: none"> • Social workers make sure the child has been reported as missing by parent/carer/keyworker. • Social workers complete a Missing notification form that is sent to named recipients • Social workers complete a Missing risk assessment and share this with Heads of Service/Director • Social worker updates risk assessment regularly whilst the child remains away and share this with Heads of Service/Director • Following RHI social workers then complete the risk assessment on MOSAIC to end the missing episode • and child is referred for a return home interview • On return home, social worker sends email to let those notified of the return <p>For young people in residential/pathways accommodation the actions listed above should be followed.</p>