

**Missing children: Categories of absence and social worker actions and forms** (procedures available at [missing-children-social-work-procedures.pdf \(camden.gov.uk\)](https://www.camden.gov.uk/missing-children-social-work-procedures.pdf))

Police Definition	Category of absence	Definition	Action/forms
<b>No apparent risk</b>	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"> <li>Missing/Absent report created on Mosaic and recorded as an Unauthorised absence</li> <li>Following <b>3 separate episodes of Unauthorised absence</b> child is referred for a <b>return home interview</b></li> </ul>
Missing- <b>Low risk</b> (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"> <li>Social workers complete the Missing response form from their incoming work folder</li> <li>If the child remains missing, the Missing response form is circulated to the list on the form.</li> <li>On return home, social worker sends an email to let those notified of the return and completes and finishes the Missing Response form</li> <li>RHI is undertaken by Missing Outreach Worker when child returns. If declined, this is referred to the allocated social worker.</li> </ul>
Missing- <b>Medium risk</b> (risk of harm is likely but not serious)	Concerning absence- Medium (Red or Amber RAG rated CCE and CSE)	Medium risk cases are <b>CSE and CCE cases</b> 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"> <li><b>Social workers</b> make sure the <b>child</b> has been <b>reported as missing</b> by parent/carer/keyworker.</li> <li>Social workers complete a <b>Missing response form</b> from their incoming work folder</li> <li><b>If the child remains missing, the Missing response form is circulated to the list on the form.</b></li> <li>On return home, social worker sends <b>email</b> to let <b>those notified</b> of the <b>return and completes and finishes the Missing Response form.</b></li> <li>RHI is undertaken by Missing Outreach Worker when child returns. If declined, this is referred to the allocated social worker.</li> </ul>

			<p>For young people in <b>residential/pathways accommodation</b>:</p> <ul style="list-style-type: none"> <li>• <b>Keyworkers</b> to <b>notify</b> the <b>social worker</b> and <b>carry out</b> the <b>Philomena protocol checklist</b> using the Missing Grab pack</li> <li>• <b>Keyworker</b> to <b>report</b> the <b>young person</b> as <b>missing</b> to the <b>police</b></li> </ul>
<p><b>Missing- High risk</b> (Risk of serious harm very likely)</p>	<p>Missing</p>	<ul style="list-style-type: none"> <li>• The child's whereabouts and the circumstances of going missing is unknown; and</li> <li>• their disappearance is out of character; and</li> <li>• there are specific concerns or factors that make the child vulnerable, for example age, disability, mental health difficulties.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Social workers</b> make sure the <b>child</b> has been <b>reported</b> as <b>missing</b> by parent/carer/keyworker.</li> <li>• Social workers complete the <b>Missing response form in their incoming work folder.</b></li> <li>• <b>If the child remains missing, the Missing response form is circulated to the list on the form.</b></li> <li>• On return home, social worker sends an <b>email</b> to let <b>those notified</b> of the <b>return and completes and finishes the Missing Response form.</b></li> <li>• RHI is undertaken by Missing Outreach Worker when child returns. If declined, this is referred to the allocated social worker.</li> </ul> <p>For young people in residential/pathways accommodation the actions listed above should be followed.</p>