ICS process for children known to Kent CSS who go missing

Information received that a child/young person is missing

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Carry out **ICS Person Search** to establish if the child is open

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If child is CIN | ***If child is LAC*** | ***If child is CP***

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Record details in **ICS Person Details**:
Panel 15 – Hazard – record child is missing – **H** flag will display when **Person Details** is saved
Panel 17 – Missing Person Events - click **Add,** record date **Identified Missing**, **Police Informed**, **Social Care Informed**
Record **Notes** if appropriate – the **Memo** box will change from blue to pink when data is added to the Memo
Click **Save**

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Child is reported as found

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ICS Person Details
Panel 15 – Hazards - delete data – this will remove the **H** flag
Panel 17 – Missing Person Events
Record **Date Found**, update **Notes**
Click **Save**

End of Process

Complete **Kent LAC Missing from Placement** exemplar:
Panel 2 – Child/Young Person Missing From– ALL fields (if appropriate)
Notes field (must include any police involvement) – record any relevant information and details of CAD ref etc
Click **Save**

Management Information Unit (MIU) notified by (email/fax) from Safeguarding Manager and/or CP Coordinators that a child has gone missing.
Information required: Child's full name, DOB, address of missing child, contact details of Social Worker, CP Registration category and date, date and place last seen and a brief history of case.
If notification received from any other worker type – refer them back to the Safeguarding Manager to authorise alert

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In **ICS Person Details**, ***MIU*** complete **Panel 15 – Hazard** with the text **Kent Missing Person subject to a CP Plan** and **Panel 17 – Missing Persons events**. ***MIU*** add an **Alert** with the text **Kent Missing Person subject to a CP Plan**

Colour Code =

MIU Action	**LAC**
CIN	**CP**

If child is missing for more than 24 hours:
Create a new **Placement Plan Part 1** exemplar
Panel 2 – complete **Date Placement Began** (as date child went missing)
Date Previous Episode Ceased (as date child went missing), **Episode Ceased Code** (select **X1**),
Current Legal Status and Code (continue current legal status), **Reason for Placement** (select **P – Change of Placement**), **Placement Type (SSDA Code)** select either M1, M2 or M3 as appropriate
Click **Save**

MIU ensure that the Notification of Person/s Missing from Kent is forwarded to all national CP Custodians, Education and Health

MIU send an email to ***Safeguarding Manager*** confirming that the alert has been issued

Have MIU been informed that the missing person has been found?

Yes

No

Child is reported as found and returns to same placement

ICS Person Details
Panel 15 – **Hazards** - delete data – this will remove the **H** flag
Panel 17 – Missing Person Events - record **Date Found**, update **Notes**
Click **Save**

If **Yes:** ***MIU*** - add end date to **Alert** in **ICS Person Details;** delete data in **Panel 15 – Hazards** to remove the **H** flag; add end date to **Panel 17 – Missing Person Events**
MIU Contact all national CP Custodians, Education and Health

At **Chronology**, click on date link to open the existing **Kent LAC Missing from Placement** exemplar
Panel 3 – Child/Young Person Returned – complete **ALL** fields (if appropriate)
Click **Save**

Click on the date to open the previous **Placement Plan Part 1** exemplar where child had last placement:
Click **Create New**
Panel 2 – complete **Date Placement Began** and **Date Previous Episode Ceased** (as date child returned), **Episode Ceased Code** (select **X1**), **Reason for Placement** (select **P – Change of Placement**)
Click **Save**

If **No:** Missing Persons Report run monthly by MIU - will identify where a child is 18yrs old with an open missing persons status – and where a hazard has been open for more than 2yrs

MIU add end date to **Alert** in **ICS Person Details;** delete data in **Panel 15 – Hazards** to remove the **H** flag; add end date to **Panel 17 – Missing Person Events**

If child is placed in a new placement complete **Placement Information** and **Placement Plan Part 1**