

PHILOMENA PROTOCOL

MISSING VULNERABLE YOUNG PERSON'S PROFILE

There may be important pieces of information that you can provide to the Police in the event that the person you are caring for goes missing. Try and have several copies of recent, close-up photographs of the person, this may help the Police when searching for them.

This form is interactive and can be completed and stored electronically. It should be updated regularly and part 2 fully completed in the event of a missing report.

PART 1 - (TO BE COMPLETED WHEN PLACEMENT OF CHILD INTO YOUR CARE)

Name: Full				<p>Please attach a recent photo here.</p> <p>Please find one that is up to date and a good likeness of the person.</p>
Preferred name:				
Date of birth:		Age:		
Ethnicity:				
Sex/Gender:				
Current address:				
Postcode:				

Details of Care Order:	
Social Worker name & contact details:	
Professionals working with the child eg Children's Society Volunteer Mentor	

Is the person open/known to a Child Exploitation Team (CSE/CCE)? - Provide details	
Summary of exploitation concerns	

Previous home addresses:	1.	
	2.	
	3.	

School/Educational Establishment attended:	Current School / Establishment -	
	Pastoral Lead -	
	Previous School / Establishment -	
	Pastoral Lead -	

Previous Missing From Home incident summary:	
Previous locations found: (Provide all recent information - List all locations)	
Significant dates - example birthdays of parents/deaths etc	
Significant places of interest	
Habits:	
Hobbies	

GP name and address:	
Health condition(s):	
Medication required:	

General description:	
Height:	
Weight:	
Build:	
Hair Colour:	
Eyes	
Jewellery	
General Appearance	
Distinguishing features: (e.g. scars/tattoos)	
Distinguishing features – tattoos/ birth marks/ piercings broken down <i>Feature/what it is/and where it is</i> (i.e. ear pierced/wears a gold stud/both ears OR Tattoo/dragon with heart/top of left leg)	

Has the person got any money?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If so, How much?	
Has the person got a Bank Account:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Have you got access to this account? (If not who does?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of bank:		Sort Code:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Acc No:		Do you hold the Password to access this account? (If not who does?)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Has the person got a mobile phone?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Number:		Network:	
Make		Model:	
IMEI Number:		Mac Address	

Is there a Find my Phone or other location app activated on this? – Provide details:

Does the person have any other form of Tracking Device? – Provide details:

Does the person have a bus / metrolink pass:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Provide details e.g Pass number and Issuer.	
Does the person have access to vehicle(s):	<input type="checkbox"/> YES <input type="checkbox"/> NO	Provide details e.g Registration Number/ Driver etc.	

Does the person have a social Media Accounts (Provide Details):		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Social Media Site			
Username			
Do you have the password:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what is it?	

Social Media Site			
Username			
Do you have the password:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what is it?	

Social Media Site			
Username			
Do you have the password:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what is it?	

Social Media Site			
Username			
Do you have the password:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what is it?	

Social Media Site			
Username			
Do you have the password:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, what is it?	

Risk assessed locations & contacts to assist in locating a missing young person.
This form should be updated regularly and any new associates & locations added as soon as you become aware of them.

Name of Child	Date Of Birth	Address

	Name	Address	Association	Telephone	Associated Risks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

It is the responsibility of the person/agency completing and the recipient to protect the information from theft and compromise.
This form and the information contained in it must be securely stored.

Part 2 – To be completed as soon as the person is reported missing

ACTION PLAN to be implemented before calling the Police

THE POLICE SHOULD NOT BE THE 1ST ACTION ON THE LIST UNLESS;

It is obvious that this incident should be treated as HIGH risk with potential for serious harm or the Child is suspected of being currently subjected to criminal or sexual offences. (Serious harm = Life threatening and/or traumatic from which recovery, whether physical or psychological can be expected to be difficult or impossible.)

In all other cases the person reporting should be able to evidence they have completed all the actions detailed in the Response Plan below before contacting the police.

1. Thoroughly search the building and immediate surrounding areas. (H/A and location last seen if different/appropriate.)
2. Try to contact the young person on their mobile. Activate Find My Phone/Tracker if applicable.
3. Check all known places of interest to the young person.
4. Contact all known family/relatives/friends if applicable.

If the child / young person's whereabouts are known they are NOT Missing;

The young person is absent from home without permission and the Police do not need to be notified unless there is a genuine "concern for welfare".

PART 2 - (TO BE COMPLETED AS SOON AS THE PERSON IS REPORTED AS MISSING – DO NOT DELAY REPORTING TO POLICE TO COMPLETE THIS SECTION)

Description of what the person was last seen wearing. Include colour, designer labels/brands:

Shirt/Sweater:	
Trousers/Skirt:	
Outerwear, e.g. coat, jacket:	
Headwear:	
Gloves:	
Scarf:	
Footwear:	
Jewellery, e.g. watch, rings:	
Other:	

Time, date and location last seen:	
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By whom/contact details:	
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RISK INDICATORS	RISK ASSESSMENT INFORMATION
Any mental health issues physical or learning disability / difficulties	

Risk of suicide/self-harm and what are the indicators or triggers for this?	
Any previous harm suffered when missing; IF YES – FULL DETAILS REQUIRED	
Is the child/young person's behaviour likely to be a risk to the community and in what way?	
Medication / Medical conditions	
Are they at risk of sexual or criminal exploitation? (Include details of any recent or specific concerns)	
Likely use of drugs/ alcohol/ solvents and what type and amount?	

Does anyone pose a risk to YP (Please provide evidence):	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Does the YP pose risk to anyone (Please provide evidence):	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Media release?	<input type="checkbox"/> YES <input type="checkbox"/> NO	On-call manager aware?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Persons informed of child missing (example Parent, EDT, Social Worker, Professionals involved etc):			
Details of other staff on duty at the time of missing report (if missing from care home):			
Any other information that may be of help to the Police:			

THIS SECTION SHOULD BE COMPLETED BY THE PERSON REPORTING

Name and position of person searching:	
Have you searched the address the young person is missing from, including outside/grounds and any outbuildings?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you searched the young person's bedroom?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please detail any information or items located:	
Please detail any information or items missing:	

THIS SHOULD BE COMPLETED IN CONJUNCTION WITH THE MISSING PERSON - RISK ASSESSED LOCATIONS & CONTACTS TO ASSIST IN LOCATING A MISSING YOUNG PERSON FORM.

What enquiries have already been completed to try and locate missing person prior to reporting to the police:
What enquiries will you continue to do whilst the young person is missing (include how often you will complete these):
How will you record this and notify the police that you have done these enquiries:
What arrangements have been made to collect the young person when located:

Completed by:	
Relationship to the person:	
Date:	

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