

<i>Ref</i>	TME Recording	<i>Champion(s)</i>	<i>Sarah-Jane Smedmore</i>
<i>Version</i>	V.1.1	<i>Review Date</i>	November 2015
<i>Last updated</i>	November 2014	<i>Updated by</i>	Lesley Palmer

## Missing From Home Exemplar



## Operational Guidance

## MFH EXEMPLAR 1- INTRODUCTION

From January 2015 all practitioners who undertake a MFHR Interview will be required to record the outcomes on ONEv4

Missing From Home Interviews will be recorded using service specific exemplars in the Chronology section of ONE

This guidance outlines,

- Completing the Exemplar
- Reviewing completed Exemplars

This guidance should be read in conjunction with the latest version of your service guidance.

Other useful information can be found as follows:-

Statutory Guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/307867/Statutory Guidance - Missing from care 3 .pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pdf)

Cambridgeshire LSCB Procedures

[http://cambridgeshirescb.proceduresonline.com/chapters/p\\_sg\\_ch\\_miss\\_fm\\_home\\_care.html](http://cambridgeshirescb.proceduresonline.com/chapters/p_sg_ch_miss_fm_home_care.html)

What to do if a child goes missing: a guide for those working in Education and Youth Work (2013) from the Children's Society

[http://www.childrenssociety.org.uk/sites/default/files/tcs/pro\\_guide\\_to\\_runaways -  
\\_online\\_versionfinal\\_0.pdf](http://www.childrenssociety.org.uk/sites/default/files/tcs/pro_guide_to_runaways_-_online_versionfinal_0.pdf)

## MFH EXEMPLAR 2 – UPDATING/REVIEWING COMPLETED EXEMPLARS

Business Support will have already allocated the relevant Involvement Form on ONE so you will access through your open involvements. If the involvement form is not evident please speak to Business Support..

To access the Missing from Home Exemplars you need to:

- Select the appropriate Involvement form for subject
- Click on the subject
- Click on 'Chronology' section in the 'links' panel on the right hand side

Any saved exemplars for that individual will be saved in the event lists panel

**Chronology - Allie Jerrard**

New Search View Specific Chronology Export Export to Excel

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**Filter**

Events Between: 09/09/2013 and 09/09/2014

Case Reference Number: All

Event Type: All (Excluding Attendance)

SignOff Status: All

Exemplar Title:

Form Definition Group:

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**Person Summary**

Family Name: Jerrard

Given Name: Allie

Chosen Family Name: Jerrard

Chosen Given Name: Allie Gender: Male

Date of Birth: 30/12/2010 CYP: ☒

Date Deceased:

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**Chronology of Allie Jerrard**

Save Selection For Report Select All Deselect All

Drag a column here to group by this column.

Date	Updated By	Case Note Key Event	Case Note Event Type	Linked File	Event	Version
09/09/2014 12:08:58	Lesley Palmer (EB494)	<input type="checkbox"/>		No	SEND Distance Travelled (TME)	1 09/09/2014 H
14/05/2014 00:00:00	Lynne Aldridge (ES703)	<input type="checkbox"/>		No	Activity Activity Owner: Nicky Munro Service Team: ES - The Eatons Activity Type: Child & Family Health Start date: 14/05/2014 End date: 14/05/2014 Completed By:	
07/05/2014 00:00:00	Lynne Aldridge (ES703)	<input type="checkbox"/>		No	Activity Activity Owner: Nicky Munro Service Team: ES - The Eatons Activity Type: Child & Family Health Start date: 07/05/2014	

If there are a great many exemplars on the subject record you can search for a specific type by clicking on 'Contains' and typing Missing. This will sort by Missing From Home in date order with the oldest at the top.

Chronology of Alfie Jerrard									
Save Selection For Report Select All Deselect All									
Drag a column here to group by this column.									
Date	Updated By	Case Note Key Event	Case Note Event Type	Linked File	Event	Version Number	Form Definition Group / Form Type	Status	Chronology
09/09/2014 17:08:58	Lesley Palmer (EB494)	<input type="checkbox"/>		No	SEND Distance Travelled (TME)	1	09/09/2014 HAA2832	US	<input type="checkbox"/>
14/05/2014 00:00:00	Lynne Aldridge (ES703)	<input type="checkbox"/>		No	Activity Activity Owner: Nicky Munro Service Team: ES - The Eatons Activity Type: Child & Family Health Start date: 14/05/2014 End date: 14/05/2014 Completed By:				<input type="checkbox"/>
07/05/2014 00:00:00	Lynne Aldridge (ES703)	<input type="checkbox"/>		No	Activity Activity Owner: Nicky Munro Service Team: ES - The Eatons Activity Type: Child & Family Health Start date: 07/05/2014 End date: 07/05/2014 Completed By:				<input type="checkbox"/>
30/04/2014 00:00:00	Lynne Aldridge (ES703)	<input type="checkbox"/>		No	Activity Activity Owner: Nicky Munro Service Team: ES - The Eatons Activity Type: Child & Family Health Start date: 30/04/2014 End date: 30/04/2014 Completed By:				<input type="checkbox"/>
28/04/2014 00:00:00	Katie Harper (EE800)			No	Support To Early Years Service: Support To Early Years		1	NA	

## Field Descriptions

**Date** – This is the date of the Missing from Home Interview

**Updated By**– This shows the name of the person who created/updated the exemplar on the system

**Case Note Key Event & Case Note Event Type** – not used for Missing from Home

**Linked File** – This indicates any files linked to the chronology event

**Event** – This shows the type of chronology event, e.g. 'Missing from Home'

**Version Number** – This is the date when the event was created on the system

**Form Definition Group / Form Type** – not used for Missing from Home

**Status** – Not used for this purpose .

## MFH EXEMPLAR 3 – PANEL 1

Missing from Home (version 1 11/11/2014 JSH7675) - [Paul Hodges]

Save Save Offline Workflow Print Data Panels Alerts Create New Copy Forward Add More Delete Repeated Panel

### 001. Subject Details

Subject

Family Name: Hodges Match

Given Name: Paul Match

Gender: Male Match

Primary Contact number:

Mobile:

Estimated Due Date:

Person ID: 223282

Principal Address: Octagon Building, Shire Hall  
Castle Street  
Cambridge Match

Post code: CB3 0AP Telephone number:

Ethnicity:

Religion:

Event Date: 01/11/2014 08:44:45

When the Missing from Home Exemplar is opened subject details and Event Date will have already been populated.

## MFH EXEMPLAR 4 – PANEL 2

Missing from Home (version 1 11/11/2014 JSH7675) - [Paul Hodges]

Save Save Offline Workflow Print Data Panels Alerts Create New Copy Forward Add More Delete Repeated Panel

Save this item offline

### 002. Details of Absent/Missing incident

Is this incident classed as Missing or Absent?	<input type="text" value="Missing"/>	Date of incident	<input type="text" value="06/11/2014"/>
Time of incident (HH:MM)	<input type="text" value="23:26"/>	How did we become aware of the missing incident?	<input type="text" value="Police"/>

If other, please outline

THESE DETAILS WILL BE COMPLETED BY THE LOCALITY ADVISOR BEFORE THE CASE IS PASSED TO THE LOCALITY TEAM

Name and role of professional recording this information

THIS WILL ALREADY BE COMPLETED

Detail of the incident

FULL DETAIL OF THE INCIDENT WILL BE RECORDED HERE

Panel 2. Details of Absence/Missing Incident will already have been completed.

This panel provides all relevant details and must be read prior to carrying out the interview.

## MFH EXEMPLAR 5 – PANEL 3

003. Details of return			
Date of return	09/11/2014	Time of return (HH:MM)	07:45
Name of professional recording information	ALREADY COMPLETED		
Circumstances in which the child was found	ALREADY COMPLETED		
Duration of missing episode	ALREADY COMPLETED		
Has the child gone missing before?	<input type="checkbox"/>		
If yes - how many times?	ALREADY COMPLETED		
Summarise the features of those missing episodes and the actions taken	ALREADY COMPLETED		

Panel 3 will already have been completed.

## MFH EXEMPLAR 6 – PANEL 4

### 004. Return Home Interview

Did a return interview take place? ☐

If no - please outline why including efforts made to complete the interview

If no - information should be sought from parents/carers regarding the missing incident - what information was provided by family/carers regarding the missing incident?

If no - are there any other actions you feel are necessary?

This panel must be completed by the Interviewer

The interview should be held in a neutral place where the child feels safe.

Where an interview has not taken place, the reason why must be recorded. This should include all efforts made to undertake the interview and any additional actions taken as a result of the interview not happening.

Where children refuse to engage with the independent interviewer, parents and carers should be offered the opportunity to provide any relevant information and intelligence of which they may be aware. This should help to prevent further instances of the child running away and identify early the support needed for them.

## MFH EXEMPLAR 7 – PANEL 5

### 005. Return Interview Detail

Does the child/young person have any immediate need for health or emotional support as a result of what happened?

If yes - what is this and what needs to be done to meet the young persons needs?

Why did the young person say they went missing?

Where did the young person go?

The interview and actions that follow from it should:

- identify and deal with any harm the child has suffered – including harm that might not have already been disclosed as part of the ‘safe and well check’ – either before they ran away or whilst missing;
- understand and try to address the reasons why the child ran away;
- help the child feel safe and understand that they have options to prevent repeat instances of them running away;
- provide them with information on how to stay safe if they choose to run away again, including helpline numbers.

The interview provides an opportunity hear from the child about why they went missing and to understand the risks and issues faced by the child while missing. This could include exploring issues where a child:

- has been reported missing on two or more occasions;
- is frequently away from placement (or their home) without authorisation;
- has been hurt or harmed while they have been missing;
- is at known or suspected risk of sexual exploitation or trafficking;
- is at known or suspected risk of involvement in criminal activity or drugs;
- has contact with people posing risk to children; and/or
- has been engaged (or is believed to have engaged) in criminal activities while missing.



The assessment of whether a child might run away again should be based on information about:

- their individual circumstances, including family circumstances;
- their motivation for running away;
- their potential destinations and associates;
- their recent pattern of absences;
- the circumstances in which the child was found or returned; and
- their individual characteristics and risk factors such as whether a child has learning difficulties, mental health issues, depression and other vulnerabilities.

### MFH EXEMPLAR 8 – PANEL 6

**006. Return Interview Summary**

Please summarise the interview

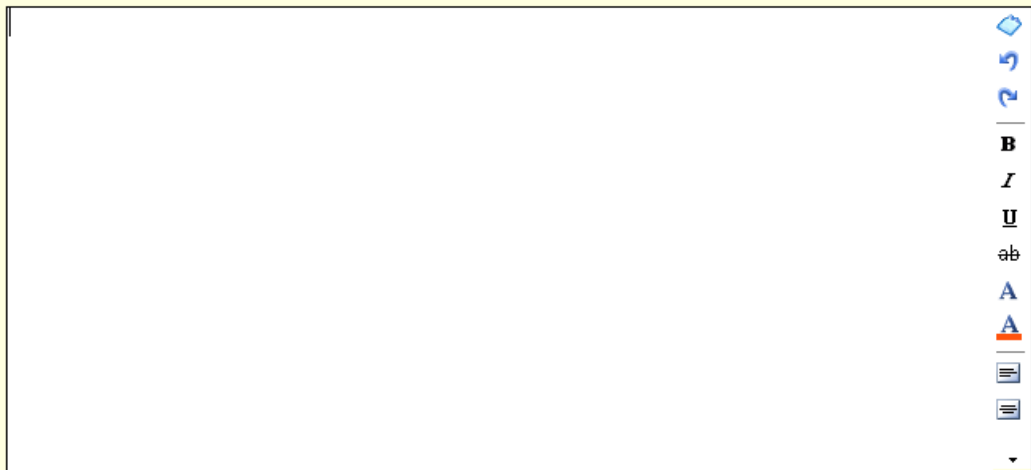
Any additional comments

The interviewer should summarise the content of the return interview. There is also scope to add any information which the interviewer feels would not fit in to any other section of the exemplar.

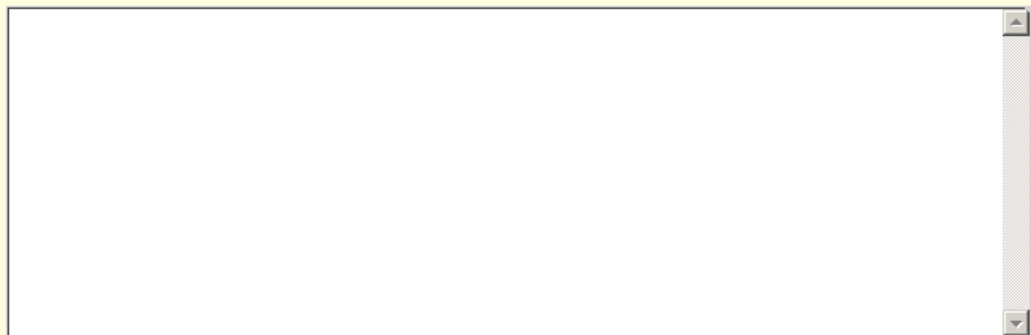
## MFH EXEMPLAR 9 – PANEL 7

### 007. Return Interview - Family/placement perspective (this should be completed by the relevant worker)

Please summarise the interview



Any additional comments



The views and opinions of the family or carers should also be sought as part of the overall information gathering, however it is important to ensure that careful consideration is given to sharing information gathered during the young person's return interview with the family/carers.

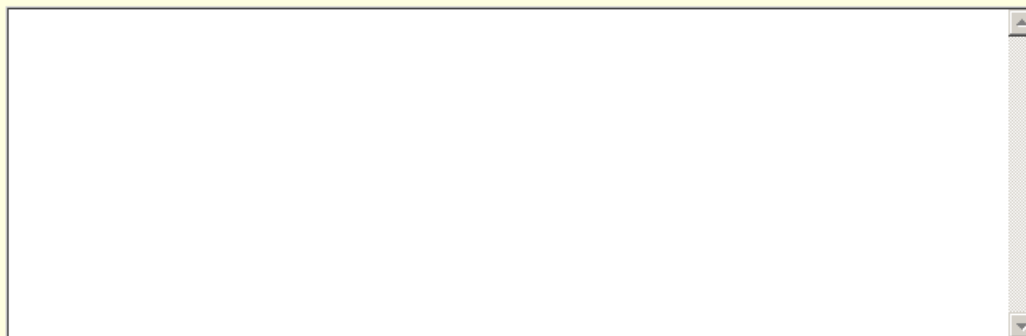
Where safeguarding concerns exist in relation to the placement or the carers then any decisions to share the information given by the young person must be agreed with a manager. The detail of the discussion should be recorded on a case note.

## MFH EXEMPLAR 10 – PANEL 8

### 008. Actions - identified by the Interviewer

Is any follow up support/action needed e.g. by carer (consider parenting support) or professionals?

If yes, what support/action is needed?



Does the information gathered warrant a referral to Children's Social Care (if not already open)?

Is a referral needed regarding child sexual exploitation?

If you suspect or know that a child is at risk of CSE, a CSE referral form must be sent promptly to Cambridgeshire Multi-Agency Safeguarding Hub (MASH formerly the MARU) by E-mail to: [maru.cp@cambs.pnn.police.uk](mailto:maru.cp@cambs.pnn.police.uk) or via Fax: 01480 425924

Having undertaken the interview it is necessary to consider what actions need to follow.

Consideration should always be given to whether a CSE referral is needed. If the interviewer feels that a CSE referral is needed, then it is the interviewers responsibility to ensure that this happens. If the unit/service do not need to agree with the interviewers conclusion that a CSE referral is needed, the interviewer should still make the referral.

Actions should be SMART.

## MFH EXEMPLAR 11 – PANEL 9

009. Actions - identified by unit/service	
Is there already an assessment (single or caf) available? If so, should it be updated, shared and reviewed?	<input type="checkbox"/>
Is there a risk assessment/safety plan?	<input type="checkbox"/>
If no - should one be completed?	<input type="checkbox"/>
Is a referral needed regarding child sexual exploitation?	<input type="checkbox"/>
<p>If you suspect or know that a child is at risk of CSE, a CSE referral form must be sent promptly to Cambridgeshire Multi-Agency Safeguarding Hub (MASH formerly the MARU) by E-mail to: <a href="mailto:maru.cp@cambs.pnn.police.uk">maru.cp@cambs.pnn.police.uk</a>, or via Fax: 01480 425924</p>	
If no assessment (single or caf) exists, should one be completed?	<input type="checkbox"/>
If yes - should this be updated and shared?	<input type="checkbox"/>
Does the information gathered warrant a referral to Children's Social Care (if not already open)?	<input type="checkbox"/>

Having received all of the relevant information the unit/service should consider whether any additional actions are necessary.

As a minimum consideration needs to be given to reviewing and updating plans and assessments. Where plans and assessments do not exist, consideration should be given to undertaking them. For Looked after Children the IRO should be informed.

Consideration should always be given to whether a CSE referral is needed whether or not the interviewer felt that one was needed.

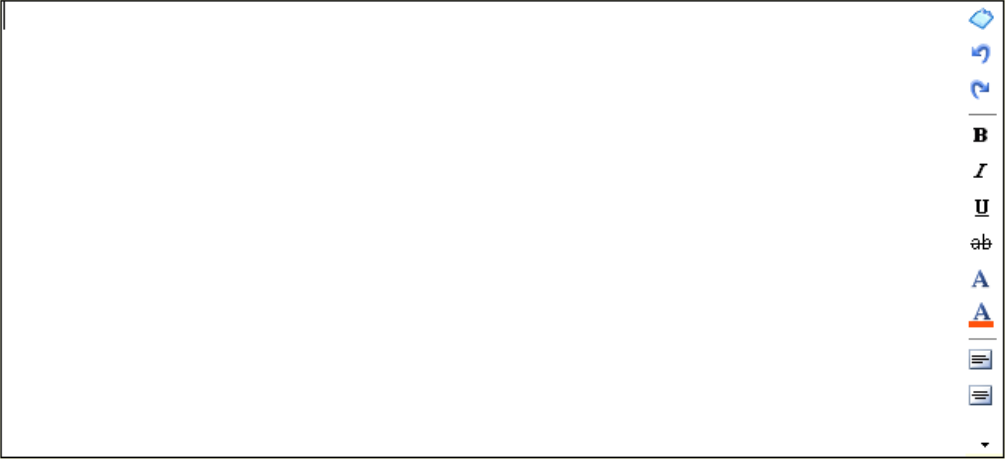
Actions should be SMART.

## MFH EXEMPLAR 12 – PANEL 10

**010. Analysis**

Analysis (to be completed by the CSW/relevant worker in partnership with any other relevant professional)

For Social Care, the case should be discussed at the next unit meeting and the missing episode considered. The record of the unit meeting should capture the analysis.



Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, and a dropdown arrow.

For children's social care all missing episodes should be discussed and analysed in the next unit meeting. The detail of the discussion should be added to the system via the unit meeting record.

## MFH EXEMPLAR 13 – STATUS

**Status**


Digital Signature On

[Sign Now](#)

Digital Signature On

[Sign Now](#)

Comment



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**Status – Do not complete**