# Instruction on reporting missing Unaccompanied Child

Dear Local Authority Colleagues

A vital part of the National Transfer Scheme is to ensure that the details of those young people who are part of the scheme and have gone missing are shared with relevant parties responsible for their safeguarding and welfare.  The procedure for this is to ensure that you complete Part (E) for of the Unique Unaccompanied Child Record and return this document to the National Transfer Team at UASCCentralAdmin@Homeoffice.gsi.gov.uk.

 In cases where the child is not part of the National Transfer Scheme it is the responsibility of the local authority, in accordance with their own procedures, to conduct any enquiries necessary to locate the child or vulnerable adult, and report the person as missing to the local police. As part of this process is it necessary for the local authority to also notify the Home Office Evidence and Enquiry Unit when a child or vulnerable adult in their care goes missing, or when a missing child or vulnerable adult returns or is found.

 The Home Office Evidence and Enquiry Unit can be contacted by Local authorities (not for general public) on:

 Email: evidenceandenquiry@homeoffice.gsi.gov.uk

Telephone: 020 8196 0280 (only to be used in emergencies or if IT systems down)

 Further information about this can be found at [Identifying people at risk](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/537709/Identifying-people-at-risk-v1.0.pdf), the relevant section is page 24 ‘Child or vulnerable adult accommodated by the local authority or in hospital’.

 If the LA are caring for a child who has claimed Asylum they will still also need to contact the relevant Asylum casework safeguarding team; the relevant regional contact details can be found below.

 If you have any further queries please do not hesitate to contact the National Transfer Team or a member of the Asylum Casework Hub using the details on the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team** | **Team Mailbox Address** | **Team Members** | **Team telephone Number(s)** | **Location** |
| London & South East | LSEAsylumSafeguarding@homeoffice.gsi.gov.uk | Julia CharlesBindu SadasivanNorbert Mawanda Georgina IgbokweChandrika Ranasighe*Saji Shah* | 0208 196 0280 | 6th Floor, Lunar House, 40 Wellesley Road, Croydon. CR9 2BY   |
| Midlands | solihullsafeguardingteam@homeoffice.gsi.gov.uk | Charlene Simms-Almonte Leila KhanJane Farley | 0121 713 31280121 713 32870121 713 3122 | 1st Floor Sandford House, Homer Road, Solihull. B91 3QQ  |
| North East Yorkshire & Humberside | NEYHasyopssafeguardingteam@homeoffice.gsi.gov.uk  | Karen Raven-HillKate Brooke*Shakar Mahmood*  | 0113 341 2109 0113 341 21310113 341 2135 | FL1 Waterside House, 471 Kirkstall Road, Leeds. LS4 2QB |
| North West | NWACDSafeguarding@homeoffice.gsi.gov.uk  | Elizabeth JohnstonJennifer Ablewhite  *Scott Whiting* | 0151 213 26820151 213 64140151 213 5217 | 1st floor, Green Zone, Capital Building, New Hall Place, Liverpool. L3 9PP |
| Scotland & Northern Ireland | safeguardcoordinatorsni@homeoffice.gsi.gov.uk | Joanne Pierce Pamela Gough | 0141 555 1249 | Festival Court 3, 200 Brand Street, Glasgow. G51 1DH  |
| Wales & South West | WSWSafeguardingReferrals@homeoffice.gsi.gov.uk | Kathy NorthamRob Dumazel | 02920 924 60702920 924 475 | General Buildings, 3rd Floor, 31-33 Newport Road, Cardiff. CF24 0AD  |
| National Intake Unit | NAIUsafeguarding@homeoffice.gsi.gov.uk Safeguarding for the 3 intake Units – KIU, MIU, AIU | Cassandra MeadEmma MercerAmy Barwick | 01304 210888  | Dover Eastern Docks, Dover, Kent. CT16 1JD   |
| Sheffield | Sheffield.SafeGuarding@homeoffice.gsi.gov.uk | Natasha Franek | 0774 123 4867 | Vulcan House, Level 4, Iron, 6 Millsands, Sheffield. S3 8NU |
| Next Generation Casework | NGCSafeguarding@homeoffice.gsi.gov.uk | Gary Palin | 07584 154 930 | Building 6.2, Redgrave Court, Bootle. L20 7HS |

Kind regards

UASC National Transfer Team

Resettlement, Asylum Support and Integration UK Visas and Immigration

6th Floor Lunar House

40 Wellesley Road

Croydon CR9 2BY

Telephone: 0208 196 0600