

## Safeguarding Missing Alert - Prompt

### Missing Pathways and Missing Episodes

A clear, concise case summary is required relating to the missing episode on each of the Missing Pathways.

Please note that the case summary is NOT for the general Liberi case note record, but should be accessed via the following route:

**Click on 'Additional' in the Liberi left hand menu.**

**Scroll down to 'Missing Persons Records' and click on the current (open) missing episode.**

**Click on 'case notes' in the left hand menu (this will bring you to the current 'episode summary'.**

**Please complete the case summary in this specific episode.**

The case summary should be a brief outline of the missing episode and any significant related behaviour and should include a synopsis of the missing history (including number of episodes, specific risk factors and concerns) and actions being taken to find the child.

This is part of the missing process that should be implemented when recording on Liberi, it is this information that pulls through to the MIU report which helps us scrutinise the data around Kent's missing population and it provides a quick tool for you to revisit each episode to look for patterns etc.

Please ensure that all case notes pertaining to the missing summary are also added via the specific episode missing pathway and ensure they are up to date.

### Missing Response Plan

Please see the attached 'Points to consider' when pulling together your Missing Response Plan. This should be recorded on the main case note summary.

### Young Lives Foundation

It is a requirement that you always offer the young person the opportunity to speak with the YLF – there are leaflets and a letter that you can take out to them on the KSCB website.

### Missing Child Exploitation Teams

North Kent - 01474 366106: Karen Miners and Dave Garland (UASC)  
Medway - 01634 792186: Phil Dring  
West - The Weald - 01732 379106  
Maidstone - 01622 604186: Ged Gunn  
Thanet - 01843 222186: Sharon Taylor

Swale - 01795 419106.  
Shepway/Ashford - 01303 289186: Trevor Braithwaite  
Canterbury/Dover - 01227 868186: Feebs Sparkes

### Child Sexual Exploitation

If you have information relating to concerns around CSE please ensure you send across the soft intelligence to Operation Willow via the below link. The form submitted should be cut and pasted and uploaded in documents on Liberi.

eIntel form <https://www.qes-online.com/Kent/eIntel/Live/m/eintel/public/index>

Information and guidance on completing the form can be found here - <http://www.kscb.org.uk/guidance/sexual-abuse-and-exploitation>