

Missing and Return Home

Operational Guidance

July 2022

Contents

Role of the Return Home Support Worker and Senior Return Home Support Worker	3
Case Intake Procedure	4
Confidentiality and Information Sharing Agreement	5
Case Closure Procedure	6
Appendices	7

Role of the Return Home Support Worker

A dedicated resource to support children and young people who have been reported missing from home or care and undertake return home interviews to enable them talk through their experiences.

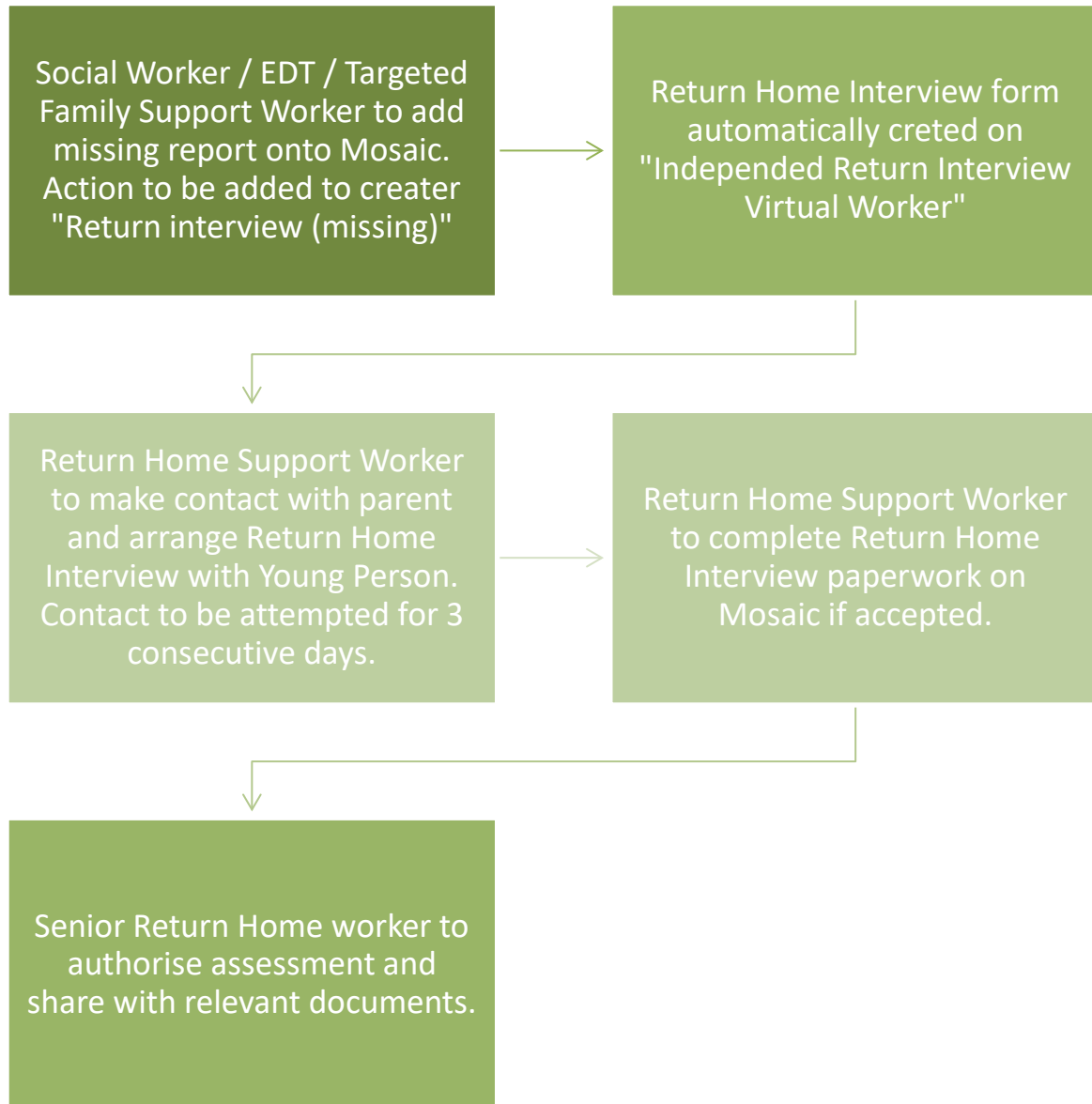
The Return Home Support Worker provides an opportunity to build a rapport with young people who have been reported missing, offer a safe space to talk about why they went missing, what happened while they were away and any remaining concerns they may have.

The Return Home Support Worker gathers intelligence and advocates on behalf of young people to help understand how together with other agencies effective safeguarding and prevention of further missing episodes.

Role of the Senior Return Home Support Worker

The Senior Return Home Support Worker (SRHSW) role provides line management to the Return Home Support Worker (RHSW), this includes supervision and achievement and development. The SRHSW will support the RHSW with the day-to-day completion of the return Home Interviews, authorise and share relevant information with partner agencies, such as social workers and police. The SRHSW will attend meetings where young people are being discussed to share relevant information such as strategy meetings and Multi-Agency Exploitation Hub weekly meetings.

Case Intake Procedure



Confidentiality and Information Sharing Agreement

Sharing information safely is essential when working with families. It is important to have a clear confidentiality and information sharing policy to help establish a legal framework for handling and sharing information both internally and externally to the service.

It is important to demonstrate safe decision-making. This means that information shared, and actions taken need to be necessary and proportionate in protecting the families worked with.

Important points to explain to clients

It is important that families understand the agreement they are entering into so that they can give *informed consent*. The Return Home Support Worker will explain the reasons why information might be shared and how the service will treat the sensitive and personal data it is given.

Information will be stored on Mosaic case management system.

Closure process

RHI's will be closed down in line with the flow chart with one the following outcomes:

IRI declined by parent	<ul style="list-style-type: none">•RHI worker has spoken to parent / carer and explained what the RHI is but they do not want the young person to take part.
IRI declined by young person	<ul style="list-style-type: none">•RHI worker has spoken to the young person and explained what the RHI is but they do not want to take part.
IRI accepted	<ul style="list-style-type: none">•RHI worker has completed the RHI with the young person.
IR already arranged	<ul style="list-style-type: none">•RHI worker has arranged an RHI but the young person has been missing again so all RHI's will be completed at the arranged meeting.
IRI not appropriate	<ul style="list-style-type: none">•Upon reading the missing report RHI is not deemed appropriate or circumstance have changed after missing episode and RHI is not appropriate.
IRI subsequent missing episode	<ul style="list-style-type: none">•Young person has been reported missing again before RHI was able to be arranged
IRI Unable to establish contact	<ul style="list-style-type: none">•All available contact numbers have been tried and messages left to make contact. Allocated worker / carer / care setting have been contacted to see if they can help with contact.
IRI Parent accepted - initial advice given, RHI with young person not required.	<ul style="list-style-type: none">•RHI worker has spoken to parent who has declined the offer of an RHI for young person but RHI worker has given advice to parent / carer to prevent further missing episodes.
IRI Unable to establish contact letter sent	<ul style="list-style-type: none">•As "Unable to establish contact" however if deemed safe a letter to be sent to parent / carer with RHI details asking to make contact. Also included is some advice on preventing further missing episodes.

Appendices

Appendix 1 – Return Home Interview Form

Independent return interview offer



Independent return interview offer

Child's details

Name	Date of birth	Gender	Ethnicity

Details of missing episode

Date/time reported to police

Date/time found

Date/time social worker notified
of missing episode

What has been attempted

Have you tried to phone the Young Person? _____

Yes

No

Have you spoken to the Parent/Carer? _____

Yes

No

Attempts made to arrange independent return interview

Attempts made	Date	Response	Outcome	On which attempt was the independent return interview ended

Have you spoken to

the social worker/
lead practitioner?

Outcome

How did the RHI take place?

Any other relevant information?

Outcome of offer

Independent return interview

Interview record

Date and time of return interview

Person conducting return interview

What are the parents / carers views about the child / young person going missing?

Vulnerabilities

Sexual exploitation

Yes

No

Criminal exploitation

Yes

No

Details of the address or location where the child /young person stayed whilst missing

Reason for going missing identified

Details of any harm the child or young person may have suffered whilst missing

What were the child, young person's views on why they went missing and what would support them not to go missing again?

Self-harm

Yes

No

Offending behaviour

Yes

No

Misuse of substances

Yes

No

Trafficking/modern slavery

Yes

No

Concerns about physical and emotional presentation

Yes

No

Other (please state)

Push/pull factors

Push factors	Pull factors

High risk categories

Missing overnight/24 hours

Yes

No

Repeat missing episode

Yes

No

Physical and emotional wellbeing concerns

Yes

No

Criminal exploitation

Yes

No

Trafficking

Yes

No

Domestic abuse

Yes

No

Harmed or injured whilst missing

Yes

No

Alcohol/substance misuse

Yes

No

Sexual exploitation

Yes

No