



Missing Panel for Looked After Children Absent for Over Twelve Weeks

Terms of Reference

1. Purpose:

The primary purpose of the Missing Panel for Looked After Children absent for over twelve weeks is to diligently and rigorously ensure that all necessary and appropriate actions are undertaken to locate and secure the return of Looked After Children who have been reported missing for a period exceeding twelve weeks. The panel is dedicated to methodically reviewing the particulars of each case and developing improvements for established strategies and procedures when necessary.

2. Scope:

The remit of this Panel is squarely focused on London Borough of Hillingdon Looked After Children who have been missing for a period exceeding twelve weeks. The Panel's remit extends to the review of active investigation processes, risk evaluations, engagement efforts with regional and national agencies, the efficiency of current public awareness initiatives, and the consideration of a child's Looked After Child status.

3. Roles & Responsibilities:

The Panel Chair, who also serves as the Agency Decision Maker, has the responsibility to direct discussions, ensure balanced participation, and ensure that conclusive decisions with clear action points are established at each meeting's conclusion.

Attendance at all Panel meetings is required from the allocated Social Worker for the child, the respective Team Manager or the Assistant Director and a Children's Services Legal Representative.

It is expected that the social worker will have all relevant information to share at this meeting from strategy discussions that have taken place with Education/Health Police and any other agencies deemed appropriate, to allow for an informed decision to take place. Partners may be invited to attend the meeting dependent on requirement, this will be agreed in advance with the chair.

Administrative support for the organisation and recording of meetings will be provided by an Administrative Assistant.

4. Meetings:

Meetings of the Panel will occur at the point in which any looked after child has a single missing episode exceeding twelve weeks in duration.

It is the responsibility of the allocated Social Worker and respective Team Manager to request a missing panel meeting by completing the 'Missing Panel Form for Looked After Children Absent for Over twelve Weeks' (Appendix one).

Missing panels will be scheduled in advance in order for them to take place as close to the twelve-week missing duration period as possible.

5. Membership:

The Panel will draw from a variety of disciplines, potentially encompassing representatives from:

- The London Borough of Hillingdon's Children's Services namely
- Team Manager/AD Corporate Parenting Service
- Social Worker
- Children's Services Legal Representative

Other agencies on a need basis

- Respective Police forces
- Health services
- Education services
- Any other professionals deemed relevant to the child's case.

6. Confidentiality and Data Protection:

All Panel members must adhere to policies of confidentiality and data protection. Information exchanged or supplied within the Panel is to be treated as strictly confidential.

7. Review and Accountability:

The Panel falls under the accountability of senior management within the London Borough of Hillingdon's Children's Services. Individual reports on the Panel's activity and case outcomes will be disseminated, and a thorough review of the Panel's effectiveness will be conducted on an annual basis.

Date of Implementation: October 2023

Date of Review: October 2026

Appendix one:



Missing Panel Form for Looked After Children Absent for Over 12 Weeks.

Date:

Attendees:

Child's Name:	
LCS No:	
DOB:	
Gender:	
Heritage:	
LAC Status:	
Allocated SW and Team:	

Date child first reported missing in this episode:	
Duration child has been missing (as of missing panel date):	
Date child last seen:	
Child's Last known location:	

Case Overview - briefly summarise key information:	
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Chronology of steps taken in line with Missing procedure:	
Known risk factors:	
Key concerns:	
Current leads or information:	
Actions taken so far:	
Consideration of public awareness initiatives:	

For completion by Legal Representative:

Legal advice:	
Name of legal representative	
Signature:	
Date:	

For completion by panel chair:

Decision:	
Actions:	
Signature:	
Date:	