

## Mosaic Process Guide – MISPER Guide and Out of County MISPER Guide

This guide contains guidance on completing the MISPER process and also further down on what to do when recording **Out of County MISPERs**.

### MISPER GUIDE

#### Contributors to Process

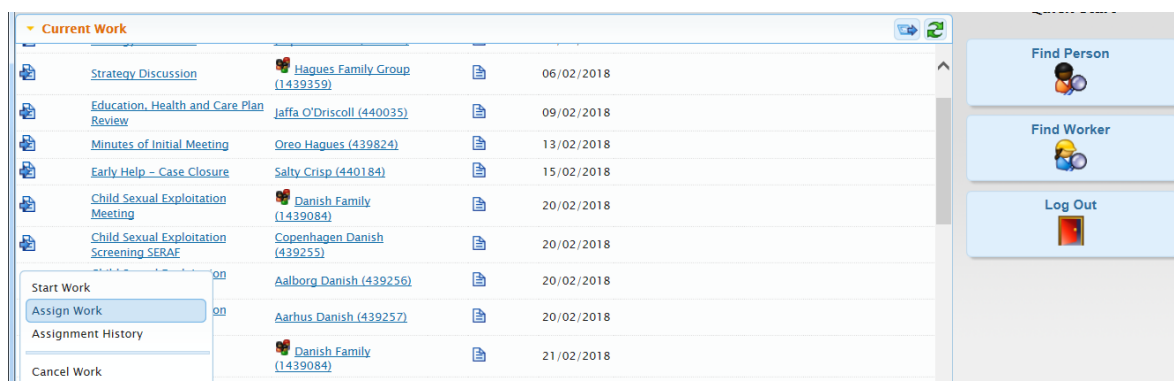
- ART Advisor, FYPS Manager & FYPS Worker

#### ART Advisor:

- When completing a '**Contact (MASH)/Referral**', set the '**Reason for Contact**' to '**Police Incident Report**' and enter any other details required elsewhere on the Contact/Referral
- Within the '**Actions Taken**' section, add the '**Next Action**' of '**Record of Missing Child or Young Person**' and send this to **FYPS Virtual Worker (North or South)** – this will be picked up by FYPS Managers to allocate within the team (North/South)

#### FYPS Manager

- A '**Record of Missing Child or Young Person**' will appear in the MISPER Virtual Worker Worklist
- FYPS Manager then allocates a Worker Relationship to a FYPS Worker within: '**Person Summary**' > '**Person Details**' > '**Worker Relationships**'
- Within '**Current Work**' of the MISPER Virtual Worker, select the icon against '**Record of Missing Child or Young Person**' and select '**Assign Work**'



- Click '**Find**' against '**Pass to Worker**' and find the relevant FYPS Worker – set a '**Scheduled Start Date**', '**Time**' and '**Note**' if required
- After the FYPS Worker completed the '**Record of Missing Child or Young Person**' – a FYPS Manager will need to sign off the process as complete after FYPS Worker has completed and recorded SERAF score

#### FYPS Worker

- Records all the details of the Missing Person Notification into the '**Record of Missing Child or Young Person**' workflow step
- Records all the details from the Found Person Notification into the '**Record of Missing Child or Young Person**'

- Within the 'Record of Missing Child or Young Person' workflow step, records all aspects of the 'Return Interview' with the child
- Send a 'Request' to notify the Social Worker about a missing episode/return interview
- Send a 'Request' to FYPS Manager to sign off/complete
- You must then add a 'Case Notes' recording dates of missing person incident

### Example Workflow Map - (South Gloucestershire Child / Young Person)



### What needs to be completed and responsibility

RECORD OF MISSING CHILD OR YOUNG PERSON	
What needs to be completed?	Responsibility
<b>1. Children(s)Details</b>	
All sections (Details of children will pull through from the Contact/Referral or the Group if the Contact/Referral was setup against the Group)	FYPS Worker
<b>2. Missing Information</b>	
Complete all sections known using details on police form	FYPS Worker
Complete all sections known using details on police form and previous incident reports if present	FYPS Worker
When the child is found these details are then used to complete the form – there are many sections asking young person's views which may only be answerable if they have completed the return interview	FYPS Worker
<b>3. Return Interview</b>	
Was the child/young person offered a return interview YES or NO ( If Yes you are asked if they accepted it YES or NO)	FYPS Worker
If Interview completed the content is recorded here and if refused then date and reason refused recorded and refusal letter sent	FYPS Worker
<b>4. Return Interview Acceptance/Refusal Details</b>	
All sections	FYPS Worker
<b>5. SERAF</b>	
SERAF Complete?	FYPS Worker
If YES – record SERAF SCORE – requires manager sign off	FYPS Manager
If NO - record outcome date – requires manager sign off	FYPS Manager
<b>6. Actions Taken</b>	
Child Sexual Exploitation Screening	Added by: FYPS Worker

	Sent to: ART (for Contact/Referral)
Strategy Discussion	Added by: FYPS Worker Sent to: ART Triage
Record of Missing Child or Young Person Completed	Added by: FYPS Worker Sent to: N/A
<b>Requests Button</b>	
Not Safeguarding but requires internal referral	Added by: FYPS Worker Sent to: FYPS Manager
Not safeguarding but requires work by other agency	Added by: FYPS Worker Sent to: FYPS Manager
Notify Social Worker of Missing Return Interview	Added by: FYPS Worker Sent to: Social Worker
<b>REQUIRED</b> Please review information and confirm next action	Added by: FYPS Worker Sent to: FYPS Manager
Safeguarding issue identified refer to ART/Preventative Services	Added by: FYPS Worker Sent to: ART (Contact/Referral)

## OUT OF COUNTY MISPER GUIDE

### ART Advisor:

- Search for the Child in Mosaic and **'Add'** child/young person details to Mosaic if not already in there
- After creating the record, within their **'Person Summary'** screen click **'Registrations'**
- Select **'Register'** as **'Notified Missing Persons'**
- Select the **'Category'** as **'Non South Glos'**
- Set the **'From'** date
- You would then attach any documents against the child within the **'Documents'** section of **'Person Summary'**

The screenshot displays the Mosaic web application interface. The main window is titled "Add Registration - Salty Crisp (440184)". The form contains the following fields:

- Register \***: A dropdown menu set to "Notified Missing Persons".
- Category**: A dropdown menu set to "Non South Glos".
- From \***: A date field set to "19/02/2018".

At the bottom right of the form, there are "Save" and "Cancel" buttons. The left sidebar shows a navigation menu with sections like "Allocations (14)", "Recently Viewed", "Current Work", "Incoming Work", "Incoming Requests", and a list of records including "Strategy Discussion", "Education, Health and Care Plan Review", "Minutes of Initial Meeting", "Early Help - Case Closure", "Child in Need Visit", and "Please review information and confirm next action Child In Need Multi Agency Meeting".