



# Missing Children & Young Persons Grab Pack

**S** Sexual Health, Sexualised Behaviour & Risk Taking

**A** Absent Education / Attendance (Education / Training)

**F** Familial Abuse & or Problems at Home

**E** Emotional Health & Physical Condition

**G** Gangs, Groups, Associations, Coercion & Control

**U** Use of Technology & Sexual Bullying

**A** Alcohol & Drug Misuse

**R** Receipt of Unexplained Gifts, Money or Rewards

**D** Distrust – Running Away & or Non Engagement



## Guidance

- Dial 101 to report subject missing
- Obtain CAD number
- Update Grab Pack
- Email Grab Pack to Police ([TXMailbox-.GPC@met.pnn.police.uk](mailto:TXMailbox-.GPC@met.pnn.police.uk))
- Inform EDT Grab Pack has been completed
- If subject returns or is located call 101 and EDT to update



Date reported to Police:		CAD no:
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## Missing Children & Young Person Grab Pack

Once subject has been reported missing by calling 101 this form must be completed and sent to [TXMailbox-.GPC@met.pnn.police.uk](mailto:TXMailbox-.GPC@met.pnn.police.uk) to assist in the subject being located.

### Subject Details

Name:		Date of birth:
Gender:		Height & build:
Eye colour, hair colour, glasses, tattoos, piercings:		Ethnic Origin / Ethnic Appearance:
Mobile number(s):		
Social network information: (e.g. Facebook, Twitter)		
Email address:		
Address missing from:		
Education or school attended:		
Social Worker:		Tel No:
Home Borough:		
Name of IRO:		
Subject to Child Protection Plan:		
Legal Status: (e.g. Section 20, Section 31)		



**Subject's Photo**

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Is the photo recent? (If yes please provide approximate date taken)	
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**Informant Details**

Name:	
Contact number(s):	
Email address:	

**Circumstances**

Date last seen:		Time last seen:
Where last seen:		
By whom:		
Who were they with?		
Agreed date to return:		Agreed time to return:
Where did the subject say they were going?		
What was the subject wearing? (Please provide a detailed description)		

**Enquiries made to locate the subject**

Please indicate if worker suspects the missing child or young person is with family or friends network.



**Telephone numbers called**

Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Tel:	Time:	Result:
Thorough room search completed?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Date of room search:
Time of room search:		Completed by:
Any relevant information discovered: (e.g. phones, documentation or clothing)		
Other areas and addresses known to frequent:		

**Family / Friend details**

Mother:	Name:	Tel:
	Address:	
Father:	Name:	Tel:
	Address:	
Sibling:	Name:	Tel:
	Address:	
Sibling:	Name:	Tel:
	Address:	
Boyfriend / Girlfriend:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:



	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Friends / Associates/ Acquaintances:	Name:	Tel:
	Address:	
Any other relatives with close contact:		

**Transport and Financial**

Oyster card no:		
Finance	Cash: £	Bank card:
Bank account details:		

**Risk Assessment**

Please note some information in the following risk assessment may not apply to missing child or young person, therefore please leave blank.

Medical condition or mental/ psychological disorder or illness: (e.g. epilepsy, diabetes, schizophrenia, bipolar)		
Medication taken:		
	How often:	When next due:



Effects of not taking medication:		
Known drug or alcohol user:		
Sexually active:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Risk of sexual exploitation:		
Recent behaviour:		
Suspicion suicide or self harm:		
Involvement in violent / racial homophobic, DV incident prior to disappearance:		
Money issues: (e.g. drugs debt)		
School or college issues:		
Ongoing victim of bullying or harassment:		
Previously absconded, reported missing and exposed to harm whilst missing:		
Suspicion of abduction or murder:		
Any other risk factors:		



**London Borough  
of Hounslow**

**HSCB**

Hounslow Safeguarding Children Board

**Any other information which may assist in locating the subject**





## Glossary

### Definitions

Based on the DfE 'Statutory guidance on children who run away or go missing from home or care' (2014) the definitions which should be used are set out as follows:

- **Child:** anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' and 'young people' are used throughout this guidance to refer to anyone under the age of 18.
- **Young runaway:** a child who has run away from their home or care placement, or feels they have been forced or lured to leave.
- **Missing child:** a child reported as missing to the police by their family or carers.
- **Looked after child:** a child who is looked after by a local authority by reason of a care order, or being accommodated under section 20 of the Children Act 1989.
- **Responsible local authority:** the local authority that is responsible for a looked after child's care and care planning.
- **Host local authority:** the local authority in which a looked after child is placed when placed out of the responsible local authority's area.
- **Missing from care:** a looked after child who is not at their placement or the place they are expected to be (e.g., school) and their whereabouts is not known.
- **Care leaver:** an eligible, relevant or former relevant child as defined by the Children Act 1989. Care leavers cover young people from ages 16-24
- **Away from placement without authorisation:** a looked after child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer **has concerns** or the incident has been notified to the local authority or the police.  
It is important to note that when a child meets these criteria, the same procedures should be followed as if they were missing.

### **Definition of CSE**

CSE - applies to those under 18 & involves exploitative situations usually they receive 'something' food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, as a result of them performing, and/or another or others performing on them, sexual activities.

CSE can be committed by individuals or by groups and can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones.

The policing purpose in properly identifying victims of CSE is to protect the young persons and enable us to target the perpetrators, the only way we can identify these groups or individuals is through constructive interaction with the victims.



### **Missing and absent – distinction**

The police classification of a person as 'missing' or 'absent' will be based on an ongoing risk assessment. Guidance on how police forces will apply the new definitions to children was issued interim guidance by ACPO in April 2013. The Metropolitan Police Force (MPS) ratified and implemented the new definitions in July 2014.

Staff should also familiarise themselves with "**Safeguarding Children Missing from, Care Home and Education**" DfE January 2014