

Missing Child Protocol and Police Liaison Strategy

Proposed Use: Residential Dwelling with Care (Class C3(b)) to Residential Care Home (Class C2)

Address: 7 Glennon Close, Reading, RG30 3HT

Prepared on behalf of: Nehal Ahmed

Local Planning Authority: Reading Borough Council

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Prepared by:

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1.0 Introduction and Purpose

This strategy outlines the procedures that will be followed in the event that a child placed at the home is reported missing.

The home will accommodate a maximum of three young people aged 7–16 who require residential care and support. As part of its safeguarding responsibilities, the home will maintain robust and clearly defined procedures to both minimise the risk of missing episodes and ensure a rapid and coordinated response should such incidents occur.

The aim of this strategy is to ensure that any missing incident is addressed swiftly, safely and in partnership with relevant authorities, including the police, placing authorities and safeguarding teams.

This approach reflects established safeguarding expectations under the Children's Homes (England) Regulations 2015 and relevant national guidance relating to children missing from care.

2.0 Prevention and Risk Assessment

Prior to admission, each child will undergo a comprehensive risk assessment which considers any history of missing episodes, vulnerability to exploitation, and known behavioural triggers.

Information gathered from social workers, previous placements and care records will be used to identify potential risk factors and develop appropriate safeguarding strategies.

Individual behaviour and risk management plans will be prepared for each resident and reviewed regularly to ensure they remain responsive to the child's needs.

Staff will work proactively with young people to promote trust, stability and emotional regulation, reducing the likelihood of missing incidents through consistent support and structured care.

3.0 Immediate Response Procedures

If a child is believed to be missing, staff will follow a structured and time-sensitive response procedure.

Initial steps include conducting a search of the property and immediate surrounding area, attempting to contact the child via phone where possible, and checking with known contacts or locations where the child may have gone.

If the child cannot be located within a short timeframe, or if there are any immediate safeguarding concerns, staff will contact the police and provide all relevant information, including physical description, clothing, known associates and potential destinations.

The child's social worker and placing authority will also be notified without delay.

All actions taken will be clearly recorded in the home's safeguarding and incident records to ensure full accountability and transparency.

4.0 Police and Multi-Agency Liaison

The home will maintain proactive and cooperative working relationships with local police services and safeguarding agencies.

Where a missing episode occurs, staff will provide the police with all available and relevant information to support search efforts and risk assessment.

The home will also work closely with social workers, local safeguarding teams and other relevant professionals to coordinate responses and ensure the safe return of the young person.

Multi-agency communication will be maintained throughout the incident until the child has been located, ensuring that all relevant parties remain informed and aligned.

5.0 Return Procedures and Support

When a child returns to the home, staff will prioritise their immediate safety, wellbeing and emotional support.

Staff will conduct a welfare check, provide reassurance and emotional support, record the circumstances of the return, and notify relevant professionals including the police and placing authority where appropriate.

The placing authority will arrange a formal Return Home Interview in accordance with statutory guidance.

The incident will then be reviewed internally to identify any underlying causes and to strengthen future safeguarding strategies.

6.0 Monitoring and Review

All missing incidents will be formally recorded and reviewed by the management team.

Any patterns or repeated incidents will trigger further safeguarding reviews and, where necessary, additional support measures or revised risk management strategies.

Staff training and safeguarding procedures will be updated as required to ensure that the home continues to operate in line with best practice and maintains the highest standards of child protection.

7.0 Conclusion

The home at 7 Glennon Close will operate with clear, robust and well-established procedures designed to minimise the risk of missing incidents and ensure a rapid, coordinated response where they occur.

Through strong safeguarding practices, structured care, and effective partnership working with police and local authorities, the home will ensure that the safety and wellbeing of residents remains the highest priority at all times.