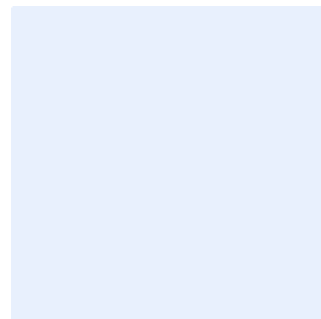


Philomena Protocol Missing Person Incident

This form should be completed for all children who have previously gone missing or where there is an increased risk that they may go missing in the future. This form is to be maintained by carers and regularly updated so that if the child does go missing, the information will be up to date so that it can inform and shape the carer's and police response.

[Click here for the guidance on completing this form.](#)

Insert photograph



Part 1 – Personal details

Full name	
Nickname	
Preferred name	
Date form last updated	
Date of birth	
Ethnicity	
Gender and pronouns	
Do they identify as transgender?	Choose an item
First language	
If English is not their first language, how well do they speak English?	Choose an item
Is a translator required?	Choose an item
Current address	
Postcode	
Home address if different	
Postcode	
Is the child looked after by the Local Authority?	Choose an item



Who has parental responsibility?	
Who can consent to a media release?	
Summary of why child is looked after.	
Details of any order issued by High Court of Justice equivalent to a Deprivation of Liberty Order.	
Details of any other relevant orders.	
Responsible Local Authority if different from host Local Authority.	
Social Worker name & contact Details.	
Out of hours EDT contact details.	

Key professionals

Name	Role	Contact number

Which key professional or trusted adult is the child closest to and trusts?	
Details of agreed plans in any Child Protection Conference or Strategy Meeting for when the child goes missing.	
Contingencies in place to collect the child when the child is located after a missing episode.	
Details of key worker who can conduct the prevention interview instead of the police if previously agreed.	
School/educational establishment attended:	

Description

Height	
Build	
Hair colour	
Hair description	
Scars and/or tattoos	
Other distinguishing physical description	

Part 2 – Identified risk factors

Personal risk factors

Details of health conditions.	
Medication details and consequences of not taking.	
Details of mental health conditions and recent changes to mental health. (Include details of how the child may present if experiencing a mental health episode or changes in their mental health).	
Details of any suicide attempts or self-harm incidents that were serious or recent.	
Details of physical disabilities.	
Details of learning needs, autism and neurodiversity, and details of control measures or how best to interact or communicate with the child, to avoid triggering negative responses.	
Drugs issues/ alcohol issues/ addictions/ other harmful habits. (Provide details of frequency, gravity and recency).	
Details of any risks posed by the child to others. (e.g. impulsive, violent, carries weapons, engages in criminal behaviour, child on child abuse, infectious diseases).	

Indications of exploitation

Indications of child sexual exploitation (CSE)	Choose an item
Indications of child sexual abuse	Choose an item
Indications of county lines?	Choose an item
Indications of other child criminal exploitation?	Choose an item
Indications of modern slavery or human trafficking?	Choose an item
Indications of gang involvement?	Choose an item
Displaying harmful sexual behaviour?	Choose an item
Recent victim of serious youth violence?	Choose an item
Recent victim of child-on-child abuse?	Choose an item
Indications of radicalisation?	Choose an item
Provide further details signs of exploitation, gang involvement or radicalisation including any relevant dates, times, and locations of incidents.	

Other contextual risk factors

Family or relationship breakdown?	
Recent victim/ perpetrator of bullying or harassment?	
Details of any known individuals who poses a risk to the child?	

Antecedent behaviour and trigger incidents

Details of any behaviour that has previously been identified as behaviour the child engages in before going to meet an exploiter, before self-harming, or before going to a place where there are unacceptable risks.	
Details of any previous trigger incidents that justified contacting the police immediately.	

Other risk factors

Details of any other vulnerabilities.	
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Screening Tools

(A screening tool as a brief questionnaire or procedure that examines risk factors, mental health/trauma symptoms, or both to determine whether further, more in-depth assessment is needed on a specific area of concern, such as mental health, trauma, or substance use.)

Has a Screening Tool been completed?	Choose an item
Where can a copy of the last Screening Tool be obtained?	

Part 3 – Agreement with the child

Expectations around the time that they should normally return home. Explain why.	
Any agreements on maintaining contact whilst away from home.	
Any other expected behaviour or restrictions agreed with the child? Explain why.	

Part 4 – Information that may assist to locate child

Mobile phone number and details (IMEI, make, model, network, Mac Address).	
Details of any mobile phone app that can be used to locate the child's phone such as 'Find my Phone'.	
Details of social media regularly used by the child. (If usernames and passwords are known, these should be recorded separately and only shared with the police if a RIPA is obtained.)	
Previous locations found.	
Details of any CAWN issued	
Places that the child frequents or is likely to visit.	
Methods of transport normally used (including details of any bus pass, oyster card, rail card, or other travel document). If they regularly travel by taxi, which company do they usually use.	
Details of any vehicle that the child has access to via a friend or associate?	

Any significant dates for the child that may trigger a missing event.	
Bank account details.	

Complete appendix 1 with details of:

- Names, addresses, and contact numbers of any known person who poses a risk to the child.
- Names, addresses, and contact numbers of any known person who the child poses a risk to.
- Names, addresses, and contact numbers of relatives, friends, associates the child may visit.
- Other addresses that the child is likely to visit.

Part 5 – Parental/ Carer intervention

Where there is a real, immediate risk of the child suffering significant harm, the carer should not delay contacting the police. However, in all other cases, the carer is expected to conduct reasonable actions to locate the child and to allow the child a reasonable opportunity to return of their own accord before contacting the police. Consideration should be given to where the child was, what the child was doing and when, and who the child was with.

This section contains a list of enquiries that the carer should consider. Details of what enquiries have been completed by the carer should be recorded on the incident log.

This should not be considered a check list that must be completed in all cases. What are reasonable actions will depend on the level of risk and the urgency of seeking police assistance.

1. Call the child's mobile phone.
2. Text the child's mobile phone.
3. Either the parent or carer should attempt to locate the child's mobile phone using any APP's that have been set up such as 'Find my Phone'.
4. Contact the child via social media.
5. View messages on the child's social media if passwords are known.
6. Search the child's room for the child and any indications of where the child may have gone.
7. Check addresses of friends and relatives that the child may have visited.
8. Check any CCTV available. Has the child been seen leaving with a person or in a vehicle?
9. What arrangements have been put in place to collect the child when they are located?
10. Other suggested enquiries relevant to this child:

Add any other suggested enquiries relevant to this child here

Part 6 – Police Intervention

Where there is a real, immediate risk of the child suffering significant harm, the carer should contact the police immediately. The carer should also contact the police if they have been unable to find the child after conducting reasonable actions to locate the child and after allowing the child a reasonable opportunity to return of their own accord.

Except in an emergency, the below information should be gathered before contacting the police so that the reporting person has the answers to these questions ready when asked. Details should be recorded on the incident log.

1. Establish the circumstances of missing on this occasion.
2. Confirm the time and date the child was last seen and by whom.
3. Establish whether there was any antecedent behaviour on this occasion. (i.e. behaviour that the child usually engages in prior to going missing).
4. Establish whether there was any trigger incident on this occasion.
5. Consider whether the behaviour is out of character.
6. Establish what the demeanour of the child was when last seen.
7. Check to see if there are any signs of pre-planning to leave.
8. Obtain a description of clothing worn.
9. Check who has had recent contact with the child by telephone, text, or social media just before the child went missing or during the missing episode. What did the child say?
10. Check to see if the child has any access to money.
11. Check to see if the child has taken any bus pass, rail card, or other travel document.

Form initially completed by:	
Relationship to the person:	
Date first completed:	
Form last updated by:	
Relationship to the person:	
Date last updated:	

It is the responsibility of the agency completing and the recipient to protect the information from theft and compromise. This form and the information contained in it must be securely stored.

Appendix – associates and addresses the missing person may contact or visit

Name	Address	Association	Contact Details	Associated Risk

Click on the cells to enter text.