



KYLOE HOUSE SECURE CHILDREN'S HOME  
NETHERTON PARK  
STANNINGTON  
MORPETH  
NORTHUMBERLAND  
NE61 6DE

NOTES FOR PLACING  
SOCIAL WORKERS  
AND OTHER PROFESSIONALS

**THE PLACING SOCIAL WORKER SHOULD BE ABLE TO CONFIRM THAT THE FOLLOWING TASKS HAVE BEEN CARRIED OUT BEFORE BEGINNING THE PLACEMENT PROCESS:**

- Appropriate departmental approval to proceed has been obtained in writing. Authority to place the young person in secure accommodation has been approved by the Director or nominated lead officer.
- Discussions have been held with the Duty Officer of Kyloe House and a bed has been offered subject to receiving a signed contract.
- The young person has been notified of his/her right to legal representation. This must be undertaken by the child's social worker before the application is made.
- Kyloe House have been sent the following documentation (including 72 hour rule admissions):
  - A relevant order
  - A signed contract and confirmation in writing that any additional funding has been agreed i.e. 2:1 staffing.
  - An up to date social history report.
  - The appropriate LAC documentation.
  - Post admission meeting (to be held within 3 days)
  - Relevant phone numbers and Emails i.e. S/W and Manager
- All other LAC documentation and supporting documentation within 24 hours of admission. This would include:
  - Placement Plans
  - Care Plan
  - PEP (Personal Education Plan)
  - SEN (Statement of Educational Needs)
  - Details of the evidence that the authority will be using to gain a secure order from a court i.e. how the criteria for holding a young person in secure accommodation will be met.
- The preliminary process for making an application to Court has been started. An application must be made within 72 hours of the placement (if an emergency admission has been agreed). Placement should ideally be delayed until after the hearing if this is possible without jeopardising the safety of the young person or the community.
- The young person should be aware of the plan to use secure accommodation and the reasons for that plan. The only circumstances in which it is acceptable for the young person not to know at this stage are if s/he was absent without permission when the decision was being made or that it was reasonable to assume that by telling him/her the risk of a serious risk problem, and harm to either the young person or to others, was significantly increased.

- Those with parental responsibility for the young person are aware of the plan and the reasons for it and, whenever possible, any other significant persons with a legitimate interest in the welfare of the young person. The Social Worker should attempt to mobilise all appropriate support available from the family.

## **VISITS BY SOCIAL WORKERS / YOUTH OFFENDING WORKERS**

It is very easy for young people in secure accommodation to become isolated and uncertain about what is happening in the "outside" world. Therefore, there is an expectation that placing authorities ensure that the young person in secure accommodation are visited by their Social Worker / Youth Offending Worker on a regular basis (required minimum once a week) and to make telephone contact at other times.

This may be difficult for Social Workers who travel a long distance. In these circumstances visits would be expected to take place no longer than every two weeks, with more frequent telephone and letter contact.

When Social Workers / Youth Offending Workers visit in relation to the development and revision of care and action plans they should take the opportunity to spend separate time with the young person if possible.

## **CODE OF PRACTICE FOR ALL VISITS**

Kyloe House welcomes visits from young people's family and friends, professional colleagues, maintenance contractors and other relevant parties. It is, however, essential that visits are carefully risk assessed in order to maintain the safety and security of the young people who are resident within Kyloe House. Only visitor/s agreed by the social worker will have visiting access

## **CODE OF PRACTICE FOR ALL VISITS - FAMILY VISITS**

Parents and Family members should be sent or informed of Kyloe House visiting arrangements prior to initial visit by the case Social Worker.

At the Post Admission Meeting, the Social Worker will confirm names and relationships of agreed visitor/s. Visitors will be asked for I.D on arrival, the social must ensure visitors are aware of the need to bring I.D ( photo Driving License, Passport or letter of introduction from the Social Worker)

Visitors will be asked to register on arrival at Kyloe House and signatures will be checked. Visitors also need to bring valid photo ID.

## **FAMILY VISITS**

- All visits must be arranged in advance, recorded in the control room diary and unit diary.
- The frequency of visits will be discussed at the Post Admission Meeting.
- Visits by children and young people will only be allowed if accompanied by an adult. This rule will only be waived in special circumstances with the

agreement of the Registered Manager or the Senior on duty. Visits involving only young people will always be supervised.

- All visitors must make themselves known to the reception staff at the main entrance intercom/CCTV point. If reception staff are satisfied with ID, visitors will be invited into the waiting area. Anyone arriving for a visit without ID may be refused entry. If staff responsible for the reception procedure have any concerns about visitors, they will discuss this with the Duty Manager. The visitors will remain in the waiting area.
- Visitors must sign the visitor's book, read and complete the prohibited items form. Visitors will be given a locker key (which will be held by the visitor and returned on departure) and asked to place their personal handbags, hats and other property listed on the form in the locker. Items such as jewellery and neckties are worn at the wearers risk although staff may advise otherwise when risk assessing the visit. A visitors badge is issued to all visitors.
- Staff may request visitors to be searched using a hand held metal detector before being allowed into the secure unit. Any decision to search will be led by risk assessment. If a visitor does not wish to comply with the risk assessment, entry will be refused.
- Any gifts including food must be directly handed to the member of staff supervising the visit to check before handing gifts to a young person. Restricted items can either be stored or returned to the visitor for safe keeping. Please note that young people are discouraged from drinking sugary fizzy drinks and visitors are respectfully requested not to bring these drinks to the home.
- The first two family visits will be directly supervised, ideally by the young person's link worker. Subsequent visits may be directly supervised, indirectly supervised via CCTV or frequent checks or unsupervised depending on the individual young persons risk assessment and care plan. (Unsupervised visits must be subject to intermittent checks, the frequency to be determined by the link worker and the senior member of staff on duty).
- Subject to the risk assessment process, parents or guardians may be invited into the living area, through agreement with the Duty Senior.
- The maximum number of adult visitors allowed into either Alder or Willow will be two at any onetime. Children accompanied by adults can visit at the discretion of the Duty Senior.
- At no stage should children be left unaccompanied in the reception area.
- Visits will take place either in the reception/interview room, the smaller lounge on the unit or the conference room. The venue will be decided by the senior on duty for each unit when the visit is arranged. The reception/interview room and the conference room must be booked by the care staff in advance by contacting control. A room search prior to and after the visit will be carried out by the person supervising the visit.
- When possible visitors will be offered refreshments (including a snack if they have travelled a long way).
- Staff may terminate any visit if they feel that it is developing into a negative or inappropriate experience for the young person.
- After a visit, the risk assessment process will inform the need as to whether the young person will need to be searched using the hand held metal detector. The young person will first be asked to hand over any prohibited

items. If a search of clothing is deemed necessary this must be authorised by the senior member of staff on duty in the centre. (Searches Protocol)

## PROFESSIONAL VISITORS

As well as visits from family and friends, Kyloe House receives visits from a variety of professionals. These include:

- Regular visits from professionals who have contracts to provide services to staff or young people in Kyloe House;
- Visits from supervising Social Workers/Youth Offending Officers
- G.P, School Nurse, Optician, Dentist and Hairdresser
- Kolvin Unit
- Ad hoc visits from others interested in the building or service provided (to be firstly agreed with the Registered Manager and Site Manager)
- Regulation 33 and elected member rota visitors, Northumberland and Ofsted Inspectors
- Participation Officers and Advocates
- Maintenance contractors.

## ASSESSMENT AND ACTION PLANNING

All work undertaken with young people in Kyloe House will be based on comprehensive assessments of their needs. The initial **Action Plan** will be established at the first **Post Admission Meeting**, which will be held **within 3 working days of admission**. The first **Action Planning Meeting** should be held 21 days after admission following the placing authority's first Independent Review of the Secure Placement.

It is the responsibility of the link worker, supported by his/her supervisor, to compile the assessment information required for the **Action Planning Meeting** and to ensure that it is available prior to the meeting. The link worker will present the information to the meeting, inviting external specialists to contribute as appropriate.

The following information needs to be gathered and presented to each **Action Planning Meeting** (the scope and depth of the information will depend on the stage of the young person's stay in Kyloe House and the agreed focus of work).

- **Exit placements and mobility** – Social worker will be asked to sign an exit route contract.
- **Details of the young person** and his/her family (name, date of birth, home address, parents names and address(es), legal status, date and reason of admission) - initial A.P.M.
- **Social history** to be presented by the case Social Worker. - initial A.P.M.
- **Risk Assessment.**
- **Details of Personal Success Programme** and response to the programme.
- **Family contact** – contact issues.
- **Response to Kyloe House placement** - initial A.P.M.
- **Views of the young person.**

- **Assessment of Family Relationships** include views of young person and family members; structure of nuclear and wider family; young person's place in the family; current patterns of contact; parents and other family members' views of their on-going roles; etc. once the assessment period has been completed.
- **Assessment of Emotional and Psychological Needs** include young person's self concept and identity; need for privacy and space, relationships; responses to past events and current situation; causes of stress; strengths and areas of vulnerability; need for additional support.
- **Assessment of Behavioural Risks** include young person's level of insight; record of past incidents; dynamic risk factors; history of absconding; self-harm; threat of injury to others; predicted behaviour; ways that risk can be contained and reduced; etc.
- **Assessment of Offending** include young person's reasons for offending; types of offences; motivation; patterns of offending; related issues/problems; victim awareness; remorse; commitment to change; agreed areas for work; involvement of Youth Offending Team; etc. *N.B. this work can only be undertaken once the young person has been found guilty and sentenced.*
- **Assessment of Life Skills** cooking, budgeting and bill paying, laundry, basic DIY; assertiveness; negotiation; living with others; relationships, knowing where and how to get help; ability to use complaints procedures; information technology; etc.
- **Assessment of Racial, Cultural and Religious Needs** include young person's sense of identity; linguistic background; current patterns of religious observance and instruction; dietary requirements; particular arrangements for clothing; hygiene, skin and hair care; any areas of potential cultural conflict within the unit; etc.
- **Educational Assessment** - to be led by the young person's Tutor and to include identified special needs; patterns of attendance; attitude towards learning; strengths and areas of difficulty; relationships with teachers and peers; specific test results; individual educational plan; etc.
- **Careers Assessment** includes the young person's ambitions; details of careers support service; NVQ; etc.
- **Assessment of Health Needs** include details of any medical condition; physical or learning disability; arrangements for treatment; gaps in immunisation; allergies; special dietary requirements; personal hygiene; knowledge of and attitude to sexual health, contraception, smoking, substance misuse; etc.
- **Peer and Social Relationships** include significant relationships and impact on the young person, particular interests, activities and hobbies; patterns in the formation of relationships; role in relationships; etc.
- **Independent Advice and Representation** whether this has been considered; reason for non-appointment; arrangements for contact; etc.
- **Current Response to Placement** (in subsequent APM's) include relationships with staff and other residents; young person's view of placement; patterns of behaviour; behaviour which causes concern; involvement in community life; participation in activities; etc.
- **Contingency Plan** details of what should happen if criteria no longer apply, court authorisation for placement is revoked or withdrawal of parental

consent - who does what, where to, etc. (Questions posed to placing authority).

## **MAINTAINING THE ACTION PLAN**

Progress in meeting the objectives in the **Action Plan** will be considered on a fortnightly basis at the weekly staff meeting. At this meeting the link worker will present:

- A general summary of progress
- A review of daily living issues
- A review of the progress in relation to objectives on the **Action Plan**
- The young person's comments
- Any other relevant material

## **ACTION PLAN REVIEWS**

A formal review of the **Action Plan** of each young person will take place every month. The following people will be invited by Kyloe House to each review:

- The young person
- The young person's Social Worker or other professional
- The young person's Link Worker
- Teacher Tutor
- The young person's parent(s), any other person with parental responsibility, foster parents, etc
- Other professionals involved
- Independent representative; Guardian ad Litem; Solicitor; if appropriate

**The Registered Manager, Assistant Manager or Team Leader will chair the meeting which will address the following issues:**

- Exit Route
- Background information ( brief presentation )
- Relationships with other residents
- Relationships with staff
- Attitude to family
- Health
- Education (this report might be presented by the link tutor)
- Work on objectives
- Personal Success Programme.
- Recreational/Leisure activities
- Incidents
- Mobility / Resettlements
- Response to placement
- Risk assessment
- Summary of progress
- Recommendations
- Young person's comments

## **EDUCATION**

Education is provided on site. The education programme reflects the requirements of the national curriculum and is focused on achievement, helping to improve young people's confidence and self esteem. Each young person works to agreed educational assessment targets, with progress monitored at action planning meetings / reviews. Kyloe House also provides extra routes to education including 1-1 work with staff (social issues) and The Princes Trust XL Group (informal student led education).

## **STATUTORY REVIEWS OF THE CARE PLAN**

These need to take place within the time framework set out by the Children Act (1989) the first review of arrangements must be held within 28 days, the next review within three months and subsequently on a six month basis. At the statutory intervals the **Action Plan Review** will be replaced by a **Statutory Review**. Only a Statutory Review of Arrangements meeting can change the overall Care Plan. The purpose of the Review Arrangements meeting is to ensure that the day to day arrangements meet the young person's needs and that the overall Care Plan is still appropriate.

In Kyloe House the review format will be that of the LAC Review of Arrangements and placing authorities are expected to ensure that the Review process underpinning the record is completed.

## **SCHEDULE OF MEETINGS**

All meetings should discuss the exit route for any young person placed in Kyloe House as in keeping with the philosophy of the Children Act 1989

### **Pre-admission Meeting**

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(Review Date: May 2015)

This meeting may occur at Kyloe House or in the young person's current placement. The designated link worker should attend the meeting and share as much information as possible about Kyloe House, gather information about the young person and, if possible, meet the young person.

### **Post-admission Meeting (Planning) (within 3 Working days)**

Ideally a draft Care Plan and Placement Plan will be available at this meeting. If it is not then this meeting has the responsibility to draw one up and complete the Placement Plan - day to day arrangements. The placing authority is responsible for inviting the relevant people to this meeting.

### **Secure Accommodation Order Reviews**

These must be held within the first 28 days of the young person's placement and at 3 monthly intervals thereafter. It is Kyloe House's practice to require the Secure Accommodation Order Review to take place prior to the Action Planning meeting or the Statutory Review. Thus the first Secure Accommodation Review will be held 21 days from the day of admission. It is the responsibility of the placing authority to organise, chair and minute these meetings in liaison with the link worker for the young person.

### **First Action Planning Meeting (Within 28 Days of Admission)**

This meeting will set the first Action Plan for the young person and will follow on from the first Secure Accommodation Order Review. It will also function as the first Statutory Review Arrangements and of the Care Plan.

### **Action Plan Reviews**

These will occur every 28 days after the initial Action Planning Meeting and will review progress on the work laid out in the Action Plan and make changes/additions where necessary. These meetings will be organised by the link worker as outlined above. At appropriate intervals this meeting will also serve as the statutory review.

### **Statutory Reviews**

It is the responsibility of the placing authority to organise, chair and minute the LAC Reviews for the young person they have placed in Kyloe House.

All paperwork pertaining to the young person is kept in archive by Kyloe House, unless otherwise requested by the Local Authority.

## **CLOTHING**

It is the responsibility of the placing authority to ensure that young people arrive at Kyloe House with a minimum set of clothing (see required clothing list).

If a young person is admitted in an emergency without an adequate supply of clothing, Kyloe House will make a temporary set available for immediate use

and will expect the placing authority to deal with the matter as soon as possible.

The linkworker or the admitting member of staff will complete a clothing list (inventory) on admission and ensure that it is signed by the young person and the member of staff responsible for checking clothes.

Should the young person require any replacement clothing whilst resident at Kyloe House, it will be the responsibility of the placing authority to negotiate with the young person, and Kyloe House on their individual needs. It is the responsibility of the placing authority to purchase clothing; however, in some situations (with written authorisation) Kyloe House staff can purchase clothing and placing authorities can be invoiced.

## **PROHIBITED ITEMS OF CLOTHING**

The following items may not be kept in a young person's possession:

Belts, jewellery, studded jackets, buckles, any item of clothing which the staff team deem capable of being used as a weapon or to self harm.

Where possible Social Workers should ensure that the young person does not bring excessive amounts of clothing; particularly prohibited items. Kyloe House does not have the facility to store extra clothing and should the young person arrive with more clothing, than is stipulated on the basic clothing list, it will be the Social Worker's responsibility to take it away after the young person is admitted.

On discharge from Kyloe House, clothing and property lists will be checked and signed for by the young person, the member of staff supervising the discharge procedure and the escorting officer.

**Required Clothing List on admission supplied by Young Person's Family / L.A.**

<u>MALE</u>		<u>FEMALE</u>	
Underwear	5 pairs (minimum)	Knickers	5 pairs (minimum)
Socks	5 pairs (minimum)	Socks	5 pairs (minimum)
		Bras (pref no underwired)	2 (minimum)
Jeans	1 or 2	Jeans	1 or 2
Jogging Pants	1 or 2	Jogging Bottoms	1 or 2
T-shirts	2	T-shirts	2
Jumpers/sweatshirts	1 or 2	Jumpers/sweatshirts	1 or 2
Sweatshirts	2	Sweatshirts	2
All-weather coats	1	All-weather coats	1
Pyjamas	2	Pyjamas	2
Footwear/Trainers	1 (minimum)	Footwear/Trainers	1 (minimum)
Slippers	1	Slippers	1

**Additional Payments**

Extra charges may be incurred for the following:

- Mobility outings.
- Additional clothing.
- Extra staffing (if required).
- Spectacles - if not NHS frames.
- Specialist support or emergency cover support

Extra charges will be itemised and included in the monthly invoice.

**MOBILITY**

Allowing young people on planned and purposeful mobility outside the secure perimeter of the unit is paramount. Mobility must be linked to the exit route / placement or help to maintain contact with their family and community and to develop a sense of self in more normal circumstances. Mobility can help to reintegrate a young person more successfully into society and reduce the risk of institutionalisation.

Mobility is considered for a number of reasons:

- Attendance at court
- Medical assessment and treatment
- Attendance at school or college
- Participating in an activity
- Visiting family
- Special occasions
- As part of a planned process of transition
- Religious activity
- Family bereavement

Mobility for young people who meet the secure accommodation criteria is always a calculated risk. When a mobility plan is being considered the highest consideration must be safeguarding the welfare of the young person and protecting the public. The decision must be made collectively and consensually by all the professions involved in formulating the Care and Action Plans. A risk assessment will be at the core of this process.

Mobility will not generally be an option for young people remanded into secure accommodation.

## **MOBILITY CHECKLIST**

It is the responsibility of the link worker to ensure that the following checklist has been applied and completed before a mobility programme is approved.

- Has the young person demonstrated a degree of responsibility sufficient for mobility to be considered? If so how?
- Is every member of the residential care team aware of the proposed mobility programme and had an opportunity to express their views?
- Is the planning authority in agreement with the proposed mobility programme? (Approval must be in writing)
- Is the proposed mobility programme purposeful?
- Has the full risk assessment procedure been completed?
- Are the staff detailed to supervise the mobility programme sufficiently experienced and confident for the task?
- What was the young person's response to any previous mobility programme?
- Has the placing authority agreed to pay for the estimated cost (if any) of the mobility programme (in writing)?
- Has the paperwork been completed and authorised by the Home Manager, Assistant or Senior staff.

At every stage of mobility there will be a review of the young person's response to the trust and responsibility placed in him/her. The checklist must be completed on each occasion that a change of level is proposed.

On every occasion staff must complete a mobility programme report when they return to the unit and place it in the case record. The young person should sign it as an accurate record.

Should a young person abscond whilst on mobility, it is the responsibility of Kyloe House to inform all relevant professionals upon the return to the home. It is the placing local authorities (social worker) responsibility to complete the return interview or to liaise with Kyloe House to identify an independent person (Refer to Appendix 1).

## **SMOKING**

Kyloe House is a non-smoking building and campus; this applies to young people, staff and visitors.

## **REPRESENTATION AND COMPLAINTS**

Should a young person be dissatisfied with an aspect of his/her care, they may wish to contact the Client Relations Unit to discuss the matter with a member of the team. A Client Relations Officer will work with the young person to resolve the matter through discussion with the relevant people. Where it is not possible to resolve the matter this way or if the young person prefers, he/she can make a formal complaint to the Client Relations Section and an independent investigation is likely to follow.

The Client Relations Officer will also advise the young person of their right to an Advocate should they wish to have one. All young people are provided with information about how they can use the complaints procedure at an early point after admission and are entitled to advocacy support even if they are not making a complaint. NCC Participation and Advocacy Officers Anya Proud and Robin Craig are available for looked after young people who require an Advocate. Young people can also express their views about the services they receive.

Should a young person wish to meet with an advocate who is not employed by NCC, Action for Children provides an advocacy service to young people, which is totally independent of the local authority. Young people who contact the in-house service may also be referred on to Action for Children in certain circumstances.

The service also provides an opportunity for young people to make internal

Each unit has a direct line to the Client Relations Unit, Advocacy Service and Childline, which the young people can access in privacy.

The NCC Participation and Advocacy Officers are based at Beaconhill in Cramlington and can be contacted by:

- Mobiles 07768658436 (Anya) or 07785573426 (Robin)
- E-mail [Anya.Proud@northumberland.gov.uk](mailto:Anya.Proud@northumberland.gov.uk) or [Robin.Craig@northumberland.gov.uk](mailto:Robin.Craig@northumberland.gov.uk)
- Freepost RRZG-LKRE-TARE  
Northumberland County Council, Participation & Advocacy,  
Beaconhill Centre, 163 Langdale Drive, Cramlington  
Northumberland NE23 8EH

If young people need to make a complaint they can contact Client Relations at County Hall:

- 01670 623 980
- FREEPHONE 0800 373 615
- TEXT 07766631901

If young people would prefer to speak to an independent advocate Action for Children can be contacted by:

- Phone 0800 0850621
- Email [necrs@actionforchildren.org.uk](mailto:necrs@actionforchildren.org.uk)

Young people can also contact inspectors from OFSTED if they want to talk about any issues relating to their care.

OFSTED North Area  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231 email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Children's Commissioner  
33 Greycoat Street  
London  
SW1P 2QF  
Tel: 0207 783 8330  
email [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

Children's Rights Director  
Ofsted  
Aviation House, 125 Kingsway  
London  
WC2B 6SE  
Tel: 0800 5280731  
Email: [theteam.rights4me@ofsted.gov.uk](mailto:theteam.rights4me@ofsted.gov.uk)  
[www.rights4me.org](http://www.rights4me.org)

# NORTHUMBERLAND

Northumberland County Council

## 'Return Interview'

**March 2011**



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## What is a 'Return Interview'?

Statutory guidance (2009)<sup>1</sup> states that when a child or young person is missing<sup>2</sup> from home or care, in addition to a Police 'Safe and Well Check' arrangements should be made by Children's Services for a 'Return Interview' to be conducted. The guidance suggests the Return Interview is best conducted by an 'Independent Person', who should talk with a child or young person on their return from a missing episode to ensure an initial or updated safety, needs and risk assessment is carried out. The Return Interview is important in safeguarding and promoting the welfare of the child, or young person at risk of going missing in the future, and should not be considered a routine or administrative task.

## What is the purpose of a Return Interview?

The purpose of the **Return Interview** is:

- To ensure the child or young person is safe in his or her home or care placement, and to identify any harm they may have suffered prior to, or whilst missing
- To discuss any medical condition a child or young person may have, and assess any need for immediate medical attention
- To assist the child or young person to identify issues leading to them going missing to reduce/avoid the likelihood of them going missing in future
- To explore strategies for improving personal safety and promote safe behaviour if a child or young person remains at risk of going missing in future
- To undertake/update a needs and/or risk assessment, and agree/update an Action Plan to address needs and avoid/reduce further missing episodes
- To gather information to facilitate finding a child or young person if he or she goes missing in future.
- To gather intelligence to share with Children's Services and Police as part of a Joint Protocol regarding children and young people missing from home and care

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<sup>1</sup> Department for Children, Schools and Families (2009) Statutory guidance on children who run away and go missing from home and care.

<sup>2</sup> The term 'missing' as used within the context of this briefing refers to children up to the age of 18 who have run away from their home or care placement, or otherwise have been forced to leave, or forcibly removed (abducted) from their place of residence, and whose whereabouts is unknown,

## **When should a Return Interview take place?**

The guidance (2009) suggests it is good practice to conduct a Return Interview:

- Within 72 hours of a child or young person returning from a missing episode, and especially where a child has been missing for 24 hours or more, and
- Where a child or young person has been missing on two or more occasions, and/or where it is believed they have engaged in criminal activity whilst missing, and
- Where a child or young person has known mental health issues, and
- Where a child or young person has been harmed, or is at risk of, or has experienced sexual exploitation whilst missing, and
- Where it is considered a child or young person has been in contact with a person posing a risk of harm to them and/or others

## **Who should conduct a Return Interview?**

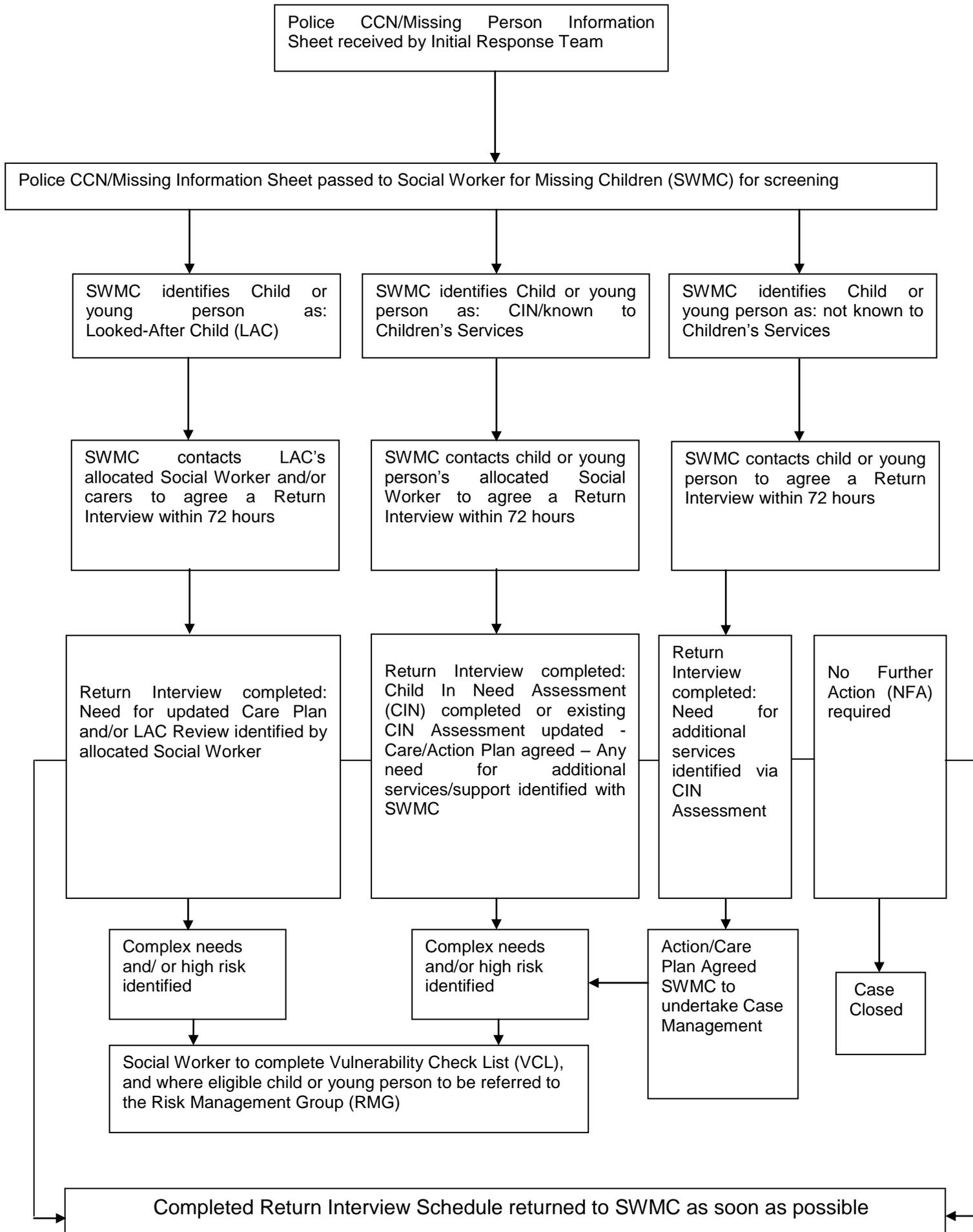
- Where a child or young person missing from home is not previously known to Children's Services all Return Interviews should be conducted by the Social Worker for Missing Children (SWMC)
- Where the child or young person is identified as 'looked-after', or otherwise has an allocated Social Worker, the Social Worker for Missing Children will liaise with the allocated social worker and/or carers involved to agree/confirm who should conduct the Return Interview

## **How should the Return Interview be conducted?**

- The Return Interview should follow a standard format, and should be conducted when the child or young person has returned from a missing episode, is settled in a safe, comfortable environment and is ready and willing to talk
- The person undertaking the Return Interview should do so in a sensitive manner, and where possible in a neutral environment, and where possible not in the presence of parents or carers
- The person conducting the Return Interview should ensure it is consent-based, and fully involves the child or young person

- Prior to conducting the Return Interview there should be a clear explanation of the purpose of the interview, and agreement with the child or young person on confidentiality and information-sharing policies with other agencies including Police.
- When a child or young person is 'looked-after' and/or otherwise has an allocated Social Worker, where complex needs and/or an ongoing risk of going missing is identified via the Return Interview, consideration should be given to any updated Care/Action Plan being supported by the Social Worker for Missing Children
- Where a Return Interview identifies a child or young person with complex needs who remains at risk of going missing, and/or vulnerable and at risk of harm/harmful behaviour then a 'Vulnerability Check List' should be completed and a referral should be made to the Risk Management Group (RMG)
- In all cases following a Return Interview there should be a commitment by the person conducting the interview to follow up any issues raised by children and young people
- The Return Interview should be free flowing, and not necessarily viewed as a one off event
- Completed Return Interview schedules should be returned to the Social Worker for Missing Children for local authority information sharing and data collection purposes as soon as possible

# Flow chart for a Return Interview



## Format for a Return Interview (Draft)

Name:

Ref no:

Sex:

DOB:

Date reported missing:

Date returned:

Legal Status:

Details of any disability and/or medical condition:

Ethnicity:

Explain why the Return Interview is taking place and establish why child/young person went missing?

On a scale of 1 to 5 – with 5 being very likely – establish how likely they will go missing again (please tick)?

1       2       3       4       5

Explore how safe child/young person feels now they have returned home/to the children's home/to foster care?

On a scale of 1 to 5 – with 1 being very safe – establish how safe the child/young person feels now they are back?

1       2       3       4       5

Establish if anybody assaulted, abused or threatened to harm the child/young person when they were missing?

Is there anybody the child/young person is afraid of at the moment? Who?

What happened when the child/young person was missing?

Where did they stay?

Who did they meet?

How did they return home?

On a scale of 1 to 5 – with 1 being very safe – how safe did the child/young person feel whilst missing?

1       2       3       4       5

What might have made the child/young person feel safer when they were missing? (Being with friends/mobile)

What does child/young person feel can be done now to support them? (Speak to parents/carers/school etc)

What needs to change to safeguard against the child/young person going missing in the future?

Recommendations for further action (CAF/Initial Assessment/Child Protection Referral/Support Plan/NFA etc)

Does the child or young person agree with the Return Interview?

YES

NO

Does the child/young person agree/consent to the information they have given being shared with police, children's services and with other support agencies?

YES

NO

What are the child/young person's views and wishes at the moment?

Social worker/carer/other support agency worker's signature:

Agency:

Date:

\_\_\_\_\_

\_\_\_\_\_