

Families First – Strategic Overview Board - Missing


Action Plan – April 2015 to March 2017

Updated October 2016

Shading indicates Action is complete

No.	Action	Details of what needs to be done	Lead Officer	Deadline Date
1	Ensure Policy and Procedures are current and implemented	<p>LSCB Joint Missing Protocol – reviewed and updated where appropriate.</p> <p>LA Missing from Home and Care Strategy in place that indicates our aims and priorities in-line with the DfE Missing from Home and Care Guidance (2014) - Draft circulated July 2016.</p> <p>Police Missing and Absence from Home and Care Policy – to review and revise where appropriate.</p>	<p>SSCB with representatives from the Board</p> <p>Sarah Piggott</p> <p>Nicola Furlong / Sharon Coates</p>	<p>December 2016</p> <p>Completed</p> <p>Completed</p>
2	Improving our notification procedures for OLA placing in Staffordshire	<p>Notification to OLA Form and letters to be developed and included on the intranet. 1/7/2016 - Form and Letters produced awaiting feedback from Police on letters and LA County Managers.</p> <p>Process Guidance produced for LA staff on notifications and missing children from care and home.</p>	<p>Sarah Piggott</p> <p>Sarah Piggott</p>	<p>Awaiting Tender to be published in order to finalise letter – November 2016</p>

No.	Action	Details of what needs to be done	Lead Officer	Deadline Date
3	Quality of Practice and learning from audits	<p>Understanding on the key characteristics of our Top 15 prolific missing young people from home and care COMPLETED and informed LA auditing of Missing from Home and Care in March/April 2016.</p> <p>Auditing of missing young people LA cases understanding management of risk, return interviews, and interventions to aid disruption. COMPLETED initial findings shared within the LA and final report being drafted.</p> <p>Learning and Practice Guidance to be shared across agencies and commissioners.</p> <p>Audit of other LA Placing Children in Staffordshire compliance with notification process and return interviews</p>	Chair of Operational Group - Missing	<p>Ongoing monitoring</p> <p>Completed</p> <p>September 2016</p> <p>October 2016</p>
4	Focussing on our Placements with high level of incidence	<p>Target residential and foster carers in hot-spot geographical areas based on performance reporting/incidence (Police and LA). April 2016 - Pilot started in Stafford Borough with close monitoring on impact. If successful extended to next district/borough area.</p> <p>Producing of Care Packs to Residential Provision and Foster Carers to support risk management, information sharing and support. July 2016 - Draft produced but to be circulated to the Board for information.</p>	<p>Nicky Furlong/Sharon Coates (support from Placement Unit and Fostering)</p> <p>Nicky Furlong/Sharon Coates (support from Placement Unit and</p>	<p>completed</p> <p>Sept 2016</p>

No.	Action	Details of what needs to be done	Lead Officer	Deadline Date
		Presentation of packs to Provider Forum	Fostering) Sharon Coates(supported by Placement Team)	completed
5	Children Missing From Education	<p>Liz Kelay to attend Children Missing out on Education (CMOOE) to establish links between this group and the Strategic Overview Board and Operational Missing Group and to ensure representation from CMOOE on both Strategic Overview Board and Operational Missing Groups.</p> <p>To gain understanding of various situations in which young people are missing out on education, to triangulation data held in CMOOE, Missing and CSE to understand common themes, trends, individual young people in the Operational Missing Group to take proactive steps with partner agencies to mitigate risk and vulnerability of young people known across these three groups.</p> <p>Recognise further work is required around missing from education; missing episodes from home and care.</p>	Liz Kelay Operational Group Dave Bates/ Yusuf Hussain	Ongoing 
6	Learning from new research; national and regional perspectives; utilising feedback	<p>Liz Kelay is the nominated representative from the Strategic Group to attend Regional or National Working Groups/Conferences in relation to Missing.</p> <p>Next event in London “Young Runaways and Missing; Enhancing Prevention, Protection and Provision in Every Local Area.</p>	All	Ongoing Attended

No.	Action	Details of what needs to be done	Lead Officer	Deadline Date
	Review Terms of Reference	Terms of Reference (x 2) need to be created, one for the Missing Strategic Board and one for the Operational Missing Group.	Stacey Black/Liz Kelay/Sarah Piggott/Nicola Furlong/Sharon Coates	July 2015 - completed
	Establish Families First Strategic and Operational Groups	<ul style="list-style-type: none"> Clarity of the role of the Operational Group <p>Terms of reference to be shared and agreed at meeting on 30 July.</p> <p>Discussion at Strategic Overview Board to consider implementation of the Operational Group.</p>	Liz Kelay/Sarah Piggott Nic Hull	July 2015 – completed Sept 2015
	Ensure we have a Performance Framework and Reporting in place to give insight to demand, trend and return interview forms taking place	A framework has been developed. Quarterly Performance Reporting to the Board LA Monthly report developed and approved – circulation end of July Police Missing and Absence Dashboard	Sarah Piggott/ Nigel Brown/ Sharon Coates	May 2015 Dec 2015 July 2016 July 2016

No.	Action	Details of what needs to be done	Lead Officer	Deadline Date
	Develop protocol CSE/Missing	<p>A joint working agreement to be developed to clearly evidence links between those children at risk of CSE and children who go missing.</p> <p>The development of a flow chart to accompany the protocol. - Draft circulated July 2016</p> <p>Protocol needs to be reflective; needs to include management of missing episodes.</p>	Stacey Black/Sharon Coates/Nic Hull/Sarah Piggott/Sally Ellis	Draft by End of April 2016
	Commissioning of Return Interview Service	<p><u>Alignment of FF and Brighter Futures arrangements for Return Interviews</u></p> <p>To align as far as possible the newly commissioned service alongside existing missing children arrangements in Families First.</p> <p>This will include:- Development of a pathway for all parties to understand who is undertaking return interviews in each of the areas.</p>	Sally Ellis/Liz Kelay/Brighter Futures/Shahid Munir/Nigel Brown	August 2015

xxxx	Recruitment of additional Missing Children Support Worker in Families First to enable all of the return interviews to be undertaken in south of the county by Missing Children Team.	Liz Kelay/Shahid Munir/Nigel Brown	May 2016
	Modification of return interview forms between both Brighter Futures and Families First.	Liz Kelay/Sally Ellis/Nigel Sargeant	May 2016
	Compact training for Families First Staff.	Liz Kelay/Sharon Coates	TBC
	Quarterly monitoring meetings between Families First and Brighter Futures.	Sally Ellis/Adele Eaton	Dates booked quarterly
	Opportunities for Missing Child Support Workers to shadow and share good practice.	Nigel Sargeant/Nigel Brown	TBC
	Pilot Return Interview Forms and Tool Kit	MSCS /BF Sally Ellis/Nigel Brown/Nige Sargent	3 months from 12 th September 2016