

CLEVELAND POLICE
PART A
PERSON at RISK OF MISSING

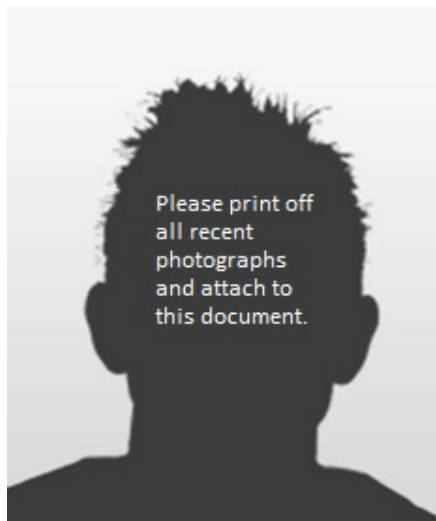


There may be important pieces of information that you are able to provide the Police in the event that the person you are caring for has gone missing. Try and have several copies of recent, close-up photographs of the person, this may help your staff and the Police when searching for them.

This form must be completed electronically. Upon completion, it must be stored electronically. It should be updated regularly and part B fully completed when you report a missing incident. This form should be emailed to contactmanagement@cleveland.police.uk

CLEVELAND POLICE DO NOT ACCEPT LIABILITY FOR THE MISSING PERSON UNTIL AGREEMENT IS MADE WITH THE REPORTING PARTY

Part 1 - (to be completed when it has been identified the individual is at risk of going missing)

Full Name:				
Preferred name:				
Date of birth:		Age:		
Ethnicity / Appearance:				
Gender:				
Current address:				
Postcode:				

Part 2 – Care Orders and Responsible Professionals

Details of any Care Order:	
Social Worker name and contact details:	
Professionals working with the child:	

Part 3 – Exploitation Risk

CSE / CCE MATRIX Risk and Date Completed:

Provide evidence and the date of any CSE / CCE / County Lines incidents to support risk:

Part 4 – Previous Residences / Care Placements

1

2

3

Part 5 – Educational / Training Establishments

1

2

3

Part 6 – Personal Interests

Previous Missing From Home incident summary:

Previous locations found: (Provide all recent information – list all locations)

Any significant dates – example birthdays of parents /deaths etc

Significant places of interest to the young person:

Habits / Hobbies

Part 7 – Medical

GP name and address:	
Health condition(s):	
Medication required:	

Part 8 – General Description

General description:	
Height:	
Weight:	
Build:	
Hair colour:	
Eye colour / glasses:	
Jewellery:	
General Appearance:	
Distinguishing features – tattoos/ birth marks/ piercings <i>what is it / where is it (i.e. ear pierced/wears a gold stud/both ears OR Tattoo/dragon with heart/top of left leg)</i>	

Part 9 – Financial

Has the person got any money?	Yes No	If so, how much?	
Has the person got a Bank Account?	Yes No	Have you got access to this account? (If not who has)	
Name of Bank		Sort Code	Acc:
Do you hold the password to access this account?	Yes No		

Part 10 – Mobile Telephony and Devices

Has the person got a mobile phone / device?	Yes No		
Number:		Network:	
Make:		Model:	
IMEI Number:		Any other information:	

Part 11 – Transport

Does the person have a bus pass:	Yes No	Provide details E.g. Pass number and Issuer	
Does the person have access to vehicle(s):	Yes No	Provide details e.g. Registration Number/ Driver etc.	
Does the person have a passport:	Yes No	Provide details E.g. Passport number and Issuing Country.	

Part 12 – Social Media

Does the person have social media accounts (Please provide details):			Yes	No
Social media site:		Username:		Do you have access to the password?
Social media site:		Username:		Do you have access to the password?
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Part 13 – Professional Discussions

What multi-agency discussions have taken place to prevent the young person going missing and are those agencies aware of the need to assist in locating the young person in the event of a missing episode?	
What discussions have taken place with the young person to prevent them going missing and what have you put in place to reduce the likelihood of this happening?	

Completed by:	
Relationship to the person:	
Date:	

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.