*THIS PROCESS SHOULD TAKE A MAXIMUM OF 20 MINUTES*

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| --- | --- |
| Name of young person | Age/DOB |
| Disability (if any) | Ethnicity |
| Parent’s/carer’s name(s) | Team Manager’s name |
| Home address:Phone number: |
| Your name, position and contact details: |
| Description of the young person – clothes, hair colour, glasses, etc |
| Who first noticed that the young person was missing? |
| Where was the young person last seen?Location:Time: |
| Did you notice anything suspicious or see any unauthorised persons in the vicinity? |
| Which areas/venues were searched and for how long? |
| List of names of individuals involved in the search |
| The Police were contacted at (time) |
| Name and telephone number of person contacting the PoliceHow long had the young person been missing at this point? |
| OUTCOME |
| The young person was found at(Time)Location |
| Name and telephone number of the person who found the missing young person |
| The Police were notified of the young person’s return at (time) |
| Please state if this issue is now a Police investigation |