*THIS PROCESS SHOULD TAKE A MAXIMUM OF 20 MINUTES*

|  |  |
| --- | --- |
| 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 Police  How 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 | |