

Philomena Protocol Risk assessment - Flowchart

A young person moves in to your Home.

Is there a history of going missing or a likelihood of going missing?

No

No further action

will be required under the Philomena Protocol. Refer to your own operating policies.

Yes

Complete **Part 1** of the **Philomena Protocol** document and retain **Part 2**.

Consult with the VEMT team to establish any additional information relevant to the **Associations** section of the form to help risk assess associates and locations

STORE BOTH PARTS SECURELY

either electronically or on paper where they can be accessed by staff on duty 24hrs a day in case the young person is reported missing.

Inform the VEMT Coordinator that the initial paperwork is complete. A police marker will then be placed on your location to inform officers that the **Philomena Protocol** applies to the young person living at your address.

POTENTIAL MISSING EPISODE

The young person fails to return to the address and their whereabouts cannot be established.

If it is believed that the young person is at serious or immediate risk of harm call **999**.

In all other cases – conduct immediate, basic measures to locate the missing person, referring to the **Tees Protocol for Children Missing from Home and Care** for guidance.

Use **Part 2** of the **Philomena Protocol Document** to fully document any steps taken to locate the missing person.

You should record the time and details of these enquiries as this will assist any joint enquiry between you and the police.

If, despite completing basic measures to locate the missing person, their whereabouts still cannot be established email **Part 1 and Part 2** of the **Philomena Protocol Document** securely to contactmanagement@cleveland.pnn.police.uk

If the child or young person is located safe and well by staff, **no further action** will be required under the Philomena Protocol. Refer to your own operating policies.

Call **101** (or use an agreed electronic method) to report the child or young person missing. Provide as much detail as possible quoting the **Philomena Protocol**.

Discuss the joint enquiry with police in order to trace the young person as quickly as possible. Continue to actively visit locations, family and associates. Record these enquiries and regularly update police until the young person is safely located.



**CLEVELAND
POLICE
PHILOMENA PROTOCOL**