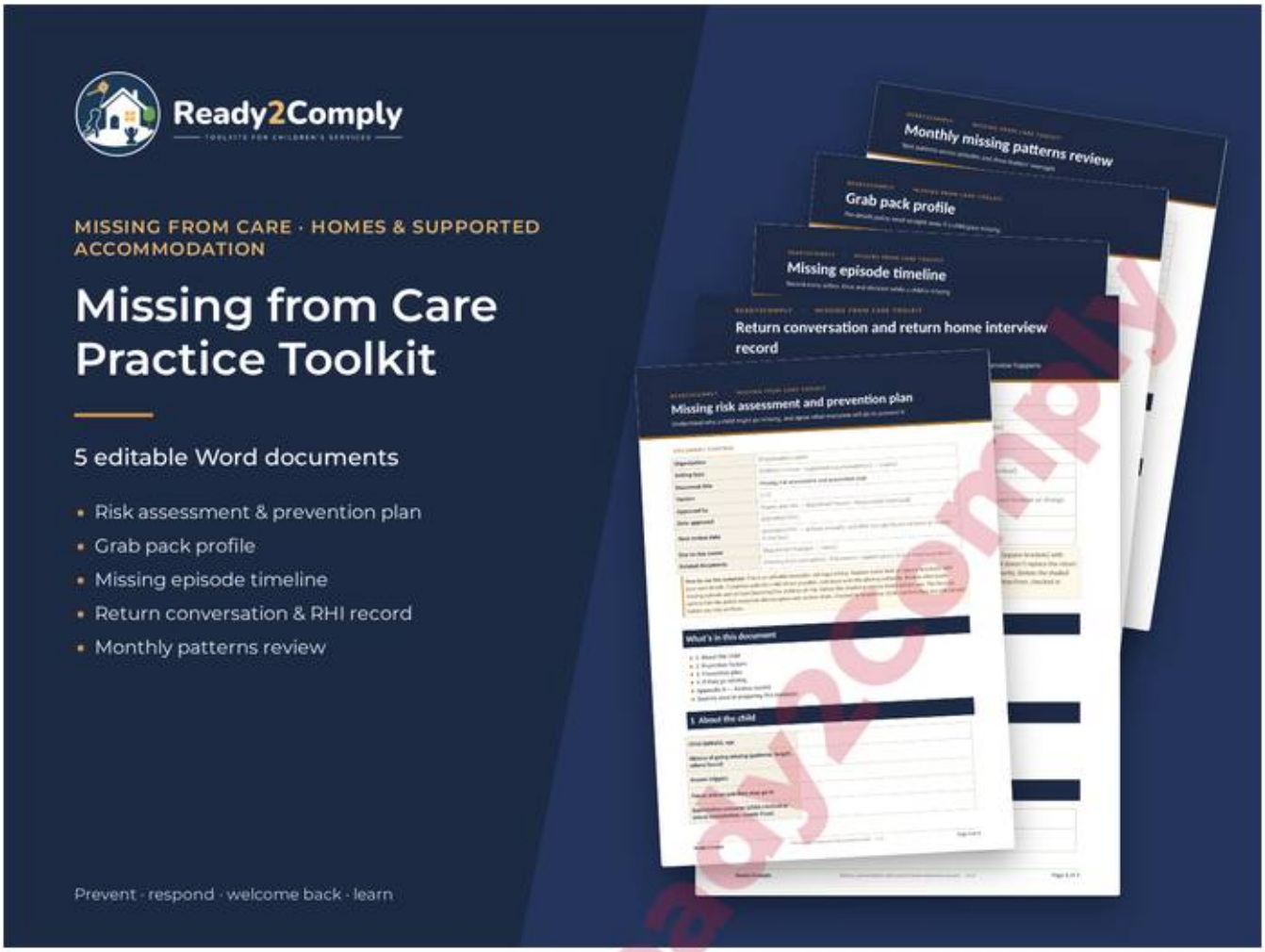

FREE SAMPLE

Missing from Care Practice Toolkit

What's in the full version

- **Missing risk assessment and prevention plan**
- **Grab pack profile**
- **Missing episode timeline**
- **Return conversation and return home interview record**
- **Monthly missing patterns review**

Pages in this sample

– Missing risk assessment and prevention plan (page 2)
– Return conversation record (first page)

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What the child says about going missing	

2 Protective factors

What helps this child stay safe and want to be here?

3 Prevention plan

What we will do	Who	Notes
[e.g. agreed time back and check-in calls]	[ ]	[ ]
[e.g. key worker session each week about friendships]	[ ]	[ ]
[e.g. activities on high-risk evenings]	[ ]	[ ]
[e.g. support to stay in touch with family safely]	[ ]	[ ]

4 If they go missing

Step	Agreed for this child
Who to call first (friends, family)	[ ]
Places to check	[ ]
When to report to police	[e.g. immediately because of exploitation risk]
Who tells the placing authority	[ ]
Grab pack location	[ ]

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Return conversation and return home interview record

Welcome the child back, listen, and make sure the independent return home interview happens

DOCUMENT CONTROL

Organisation	[Organisation name]
Setting type	[Children's home / supported accommodation] — [name]
Document title	Return conversation and return home interview record
Version	[1.0]
Approved by	[Name and role — Registered Person / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant incident or change in the law]
Day-to-day owner	[Registered Manager — name]
Related documents	[Missing episode timeline]; [Risk assessment]

How to use this template: This is an editable template, not legal advice. Replace every item in [square brackets] with your own details. The return conversation is an informal chat by staff when the child is ready. It doesn't replace the return home interview, which should be offered by an independent person arranged by the local authority. Delete the shaded guidance boxes before use. The Sources section lists the public materials this template was written from, checked in November 2026; confirm they are still current before you rely on them.

What's in this document

- 1 Welcome back checklist
- 2 Return conversation
- 3 Return home interview
- 4 After the episode
- Sources used in preparing this template

1 Welcome back checklist

☐ Safe and not hurt (first aid / medical help if needed)
☐ Food, drink, warmth and rest
☐ Police and placing authority told
☐ No blame — warm welcome
☐ Manager informed

2 Return conversation

Date and time; staff member	
Where they went and who with (their words)	

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