A Young Person Moves into your Home.

History of going missing or a likelihood of going missing

No

No action required. Complete paperwork as per your own policies.

Yes

Complete Part 1 of the **Philomena Protocol** Document (Misc 283) along with the **Philomena Protocol Risk Assessed Locations Form** (Misc 283a).

Consult with The ERASE Missing Persons Coordinator to establish any additional information relevant to the **Philomena Protocol Risk Assessed Locations Form** (Misc 283a).

STORE BOTH FORMS SECURELY either electronically or on paper where they can be accessed by staff on duty 24hrs a day if the young person is reported missing.

Update ERASE@durham.pnn.police.uk that the initial paperwork is complete. A police marker will then be placed on your location to inform the officers that the **Philomena Protocol** applies to the young person living at the address.

POTENTIAL MISSING EPISODE

The young person fails to return to the address & you do not have any immediate concerns for their safety.

If it is an emergency call **999** or if you have immediate concerns for the safety of the young person call **101**.

Complete Initial enquiries yourself to trace the young person referring to the **Philomena Documents** (Misc 283 & 283a) as well as your own knowledge of the young person's normal movements. You should record the time and details of these enquiries in case you need to report the young person missing as it will form part of the joint enquiry between you and the police to locate them.

You have been unable to locate the young person and you have not been able to make any contact with them.

Complete Part 2 of the Philomena Protocol as you will need to hand a copy of this to the attending officer as well as the search record relating to the property. Call **101**. An officer will be deployed. You should continue to make enquiries to locate the young person.

Call **101** and provide details as well as quoting the **Philomena Protocol.**

Young person located safe and well by staff. **No further action required** refer to your own operating policies.

On police attendance discuss the joint enquiry between staff and police to trace the young person as quickly as possible. Refer to the **Philomena Protocol Documentation Misc 283 & 283A**. You should continue to actively visit locations and contact family and associates. These enquiries should be recorded and passed to police on a regular basis whilst the young person is missing.