## Missing person’s profile:

## *Caseworkers complete for children and young people at risk and keep on file at all times. Please submit to police only in the event that the child or young person has been identified as missing.*

## *Detailed instructions below.* Child/Young person’s details:

|  |  |  |
| --- | --- | --- |
| **Full name** |  | **Insert photo here**  **(Date of photo here)** |
| **Date profile written/last updated:** |  | |
| Date of birth |  | |
| Preferred names/ alias |  | |
| Sex (born as) | Male  Female | |
| Identifies as | Male  Female  Non Binary  Transgender  Intersex | |
| Parental Responsibility  E.g. PRM |  | |
| Who has Parental Responsibility for the child?   * Include expiry if relevant * Children’s Court Orders * Additional information minute of Care Order |  | |
| Current address |  | |
| Address/placement type  (e.g. residential care, foster carer, with relatives) |  | |
| Phone number of YP |  | |
| Friends, family and associates  Include names and phone numbers |  | |
| What school does the young person attend? Or are they attending TAFE, Uni, working, etc?  Please provide details. |  | |
| Social media account name/s (i.e Facebook, twitter, Instagram, snapchat, TikTok)  Note: if you don’t know this please ask friends or peers to complete. |  | |
| Opal card number |  | |
| Bank account name and number if known |  | |
| Has the escalation process to obtain authority to publish photo commenced?  (Note the DCJ escalation process must be followed for approval. The escalation process can be found in guidelines of this document.) |  | |
| Height |  | |
| Weight |  | |
| Build |  | |
| Hair colour and length |  | |
| Eye colour |  | |
| Complexion |  | |
| Any distinguishing features |  | |
| Does the photo resemble the current age and description of YP? |  | |
| Cultural background |  | |

## Health details:

|  |  |
| --- | --- |
| Diagnosis (include any possible mental health issues and medical) or other vulnerabilities |  |
| Is the YP on any Medication? |  |
| Risk if medication is not taken |  |
| Behaviour management strategies and communication needs  (i.e. ways to approach the YP? Are there any triggers?) |  |

## Disability:

|  |  |
| --- | --- |
| Diagnosis (include any intellectual delays/learning difficulties) |  |
| Behaviour management strategies and communication needs |  |

## Drug and alcohol issues:

|  |  |
| --- | --- |
| Does the YP have any drug & alcohol issues? |  |
| Are there any presenting behaviours associated with drug & alcohol use that Police should be aware of? |  |

## Legal Issues:

|  |  |
| --- | --- |
| List any Juvenile Justice involvement and/or bail conditions? |  |
| Are there any supreme court orders or recovery orders? If so provide details. |  |
| Is there any AVOs pertaining to the YP? |  |

**Agency information:**

|  |  |
| --- | --- |
| Name of agency reporting |  |
| Name and role of worker |  |
| Address |  |
| Phone number (include after hours) |  |
| How long has the YP been residing at this address? |  |
| Which agency (CSC/NGO) has case management of the YP? Provide agency name, worker name and phone number/email |  |
| If managed by an NGO - which DCJ CSC/CFDU have secondary case management?  Provide office name, worker name and phone number/email |  |
| What actions have the reporting agency completed to find the YP? E.g. what friends, family or other significant people in their life have been contacted so far |  |
| Do you believe the YP will return to placement? If yes, why? |  |
| What are your immediate concerns for the safety & welfare of the YP? |  |

## Last seen:

|  |  |
| --- | --- |
| Date, time & place (include address) |  |
| Last seen by (name & relationship to YP) |  |
| What was said by the YP? |  |
| Did the YP leave placement with someone else? |  |
| What was the YP wearing (provide full description)? |  |
| What were the circumstances when the YP went missing? |  |
| Has the YP been reported to Police as a missing person before or have you noticed any new or emerging patterns of going missing? | Yes  No |
| If yes: how many times? what were the circumstances for each incident (include dates & times) and where was the YP located or where do you believe they were? |  |
| List all known key addresses known for the child, include parents/previous carers/friends/family |  |
| List all places the young person is known to frequent (e.g. local parks, shopping centres, homes of friends, etc) |  |

## Known risks and emerging patterns:

|  |  |
| --- | --- |
| Is the YP known to self-harm or partake in risk taking behaviours? |  |
| Is the YP at risk of sexual exploitation?  Have you noticed any signs of an ‘exchange’ for sexual activity such as (example only) free gifts like clothes or a phone, or new patterns of going missing?  If yes, please give details |  |
| Is the YP known to be violent towards others? |  |
| Does the YP have suicidal ideations? |  |
| Current substance use if any (type of substance and frequency) |  |
| Known triggers for YP’s behaviours. Details of behaviours. |  |

**Any further information can be added here**

|  |
| --- |
|  |

**Guidelines for use of this form**

* The purpose of this form is to ensure that all key information required by police to support a missing person’s report is readily available and can be provided to police quickly when needed
* This form should be completed at the commencement of the placement particularly when the young person has an identified risk of leaving without permission and not returning to the placement
* This form should be reviewed regularly, and details such as opal card number, social media accounts and photos updated as necessary
* This form should be stored electronically by the agency providing case management and sent to the DCJ Caseworker (if there is one).
* In the event that the young person is identified missing this form is to be completed and handed to the attending police officer at the time of making a missing person report (electronic methods preferred)
* This form does NOT replace a missing person’s report to Police
* This form does NOT replace a child protection report to the Child Protection Helpline
* All missing persons should be reported and recorded in accordance with your own agencies policies & procedures
* All information provided in this form is exchanged under Chapter 16A of the *Care & Protection Act 1998*
* NSW Police define a missing person as “anyone who is reported missing to police, whose whereabouts are unknown, and there are fears for the safety or concern for the welfare of that person.”

**Background**

* This form was developed in conjunction with Campbelltown Police.
* This form aims to reduce the overuse of police resources AND assist police to assess the risk of Children and young people who frequently leave placement without permission from out-of-home care.

**Escalation process at the district level:**

Each agency will have its own critical incident procedures in line with their contractual obligations and accreditation standards. The following outlines how this interacts with the DCJ process to avoid delays between agencies.

* If the missing child or young person is in OOHC and parental responsibility is allocated solely to the Minister, or to the Minister for the aspect of residency, this is considered a critical event and further action is needed
* Where the child is suspected to have been abducted or there are serious concerns for their immediate safety:
  + report this immediately to Police
  + make a report about the critical incident to the Child Protection Helpline
  + attempt to find the child or young person
  + escalate the matter to your local CFDU or ISS contacts (wherever secondary or primary case management is held within DCJ)
  + DCJ staff will immediately provide an EDD endorsed dot point summary to Cross Cluster Issues Management (CCIM) and the relevant Deputy Secretary will be informed so that any approvals required can be given without delay.

**Extra information:**

* CCIM will alert the Deputy Secretary and DCJ Media Unit. CCIM will also alert the Office of the Secretary and the Minister’s Office immediately via phone and confirm next steps.
* Timeframes for further dot points or a briefing note will be determined in consultation with the Office of the Secretary. DCJ will liaise with NGO service providers and Police for additional detail as needed.
* Early consideration of a media release to publish a photograph of the child or identifying information must be discussed with Police. The media release must not identify that the child is in out of home care.
* Deputy Secretary approval is required to publish a child’s image or identifying information for all media releases involving a child or young person in OOHC. This is to ensure the Deputy Secretary is aware of all information relating to missing children and young people. This approval is normally provided within the same day.
* For children and young people case managed by a service provider, the unit holding secondary case management (Child and Family District Unit, or for Interim Therapeutic Care either Intensive Support Services or Central Access Unit) will be responsible for making sure the information is communicated to the Deputy Secretary for approval and for ongoing monitoring and updates. This unit will inform the service provider when Deputy Secretary approval to publish is granted.