Missing from home record 

This template has been prepared by Pace as a guide for parents of children who might be exploited to have information on hand in case a child goes missing from home in order to be able to provide the police with the information they will require when reporting your child missing as well as to keep your own record of any missing events.

|  |  |  |  |
| --- | --- | --- | --- |
| Parent Name:  | Child Name: | Date created/updated: / /  | Signature:  |

Recent photo

**Child details**

|  |  |
| --- | --- |
| Date of birth: / / |  |
| Height: | Weight: |
| ID marks: | Medical conditions: |
| Names of known associates: |  |
| Bank account number: |  |
| Credit/debit cards: |  |
| Mobile number: |  |
| Social media account names: |  |

Wherever possible, complete a log of any missing events as soon as possible after each event and print a copy for your records to be kept in a binder in chronological order. You might want to also email a copy to yourself and your parent support worker, if you have one, to create a timestamp and an electronic record.

In the event that you have an immediate concern for the safety of your child please contact relevant agencies. **In cases of emergency dial 999.**

Help & Advice

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|  |  |  |  |
| --- | --- | --- | --- |
| Parent Name:  | Child Name: | Date: / /  | Signature:  |

**Missing event details**

|  |  |
| --- | --- |
| Date and time missing since:  | Action taken: |
| Clothing worn: |  |
| Recent relevant events: | Date found: |
| Recent relevant history (ex behaviour, locations, new friends, alcohol use etc) | Location found: |
| Time reported missing: | Who child was with: |
| Police officer name: | Is there any evidence of…. |  Drug use: |  |  Alcohol use: |  |
| Officer collar number: |  |  | Physical injury: |  |  Sexual activity: |  |
| Officer telephone:  | Officer email: | Describe any of the above evidence & any other effects on the child: |
| Alternative police contact: |  |
| CSE team contact (if any): |  |
| Missing person coordinator: | Outcomes (ex return home interview): |

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