

Philomena Protocol - Information for Carers & Staff Providing Care



What is the Philomena Protocol?

The Philomena Protocol is a scheme that asks carers to identify children and young people who are at risk of going missing, and to record vital information about them that can be used to help find them quickly and safely.

The carer adds details about the young person to the Philomena Protocol forms (which you can download below), including:

- a physical description
- who their friends and associates are
- places they go to
- a recent photograph
- whether they've gone missing before

When to fill in the forms

If you're concerned that a young person might go missing, fill in part one of the incident form and the risk assessed locations form as soon as possible and notify the Police and the allocated social worker. Provide as much information as you can and liaise with the social worker if there are some details you don't have. Please make sure you review the details and keep them up to date with new information on things like description, friends, associates, locations frequented, phone numbers and anything else that will help to find them swiftly and safely.

You should only fill in part two of the form if the young person goes missing. Part two includes things like what the young person was wearing at the time and where they were last seen.

When should the form be given to the police?

The police only need to see the completed form if the child or young person is reported as missing.

Often, missing young people head for familiar locations or try to find people who they think are their friends or who they can rely on, so having details of these people and places written down in case of emergency can really help us to speed up our search.

Where should the form be kept?

Keep the form somewhere secure, but where you, or any other carer, can find it quickly day or night. It doesn't matter if you keep the form on a computer or as a printed copy, though electronically is preferred so that it can be emailed when needed.

What if a young person goes missing?

If you discover the person's gone missing, you should try to find them immediately, using the information gathered in the forms to make reasonable initial enquiries. If you can't, call [101](tel:101), tell the call handler that you have a Philomena Protocol form and email a copy to the Warwickshire police force control room via force.control@warwickshire.pnn.police.uk

If it's an emergency and the young person is in danger, phone [999](#) now.

If a young person leaves your care

The Philomena Protocol is used in many areas nationally, so please transfer the form to the new carer, who will be responsible for keeping it safe and up to date. This can be facilitated by the allocated social worker. Similarly, if a young person transfers to your care from another area, check whether they have an existing Philomena Protocol in place that you would now be responsible for.

What if I am a care provider situated outside of Warwickshire, or caring for a young person from a different local authority?

We still want you to apply the Protocol and complete the forms in view of the benefits the scheme brings. We want every child in care living in Warwickshire (from here or another area), or placed out of area by Warwickshire, to be better safeguarded from the risks of going missing. If your local Police haven't implemented the Protocol, we will speak to them about accepting the forms.

Where can I go for advice?

If you have any queries about the forms or the scheme, depending on the nature of your query, you can contact;

Police – missing@warwickshire.pnn.police.uk

WCC – cemissing@warwickshire.gov.uk