

# ELECTRONIC SUBMISSION OF MFH REPORTS – EXPECTATIONS OF CARE PROVIDERS

Individual identified as not being where expected .....

Check residence, particularly individual's Bedroom for clues to his/her disappearance, check other residents rooms, and any associated buildings – sheds / garage etc. to ensure individual is not just hiding.

Attempt to contact individual via mobile phone to establish whereabouts  
Attempt to contact individual by checking with friends and family to establish whereabouts  
Attempt to contact individual via facebook / social networking sites

If contact made, and whereabouts established, individual can not be categorised as Missing. In such circumstances, staff should arrange for the his/her's return to the residence without police intervention, at a time to be mutually agreed.

Check Care Plan to confirm if a period of Unauthorised Absence (UA) is permitted, and if so, the duration of the Unauthorised period. If UA is not authorised individual must be reported as MISSING.

If contact made but whereabouts not established, consider whether a "Missing" report is required, or whether an extension to the permitted UA period is a better option. In such circumstances, staff must either arrange for the his/her's return to the residence without police intervention, at a time to be mutually agreed.

If contact is not made, individual should be reported missing.

## MISSING OR UNAUTHORISED ABSENT ???

Missing

UA

1. Continue to establish contact with individual
2. Update MFH report in preparation for upgrading case to "Missing"
3. Do Not complete Risk Assessment
4. Check local area, if possible

5. Upon expiry of UA Period, report Missing to Police

- On Duty Care Staff:
1. Call GMP on 0161 872 5050
  2. Quote individuals MP Ref No if known
  3. Continue to establish contact with individual
  4. Update Electronic MFH report ready for Officer to check on arrival.
  5. Do Not complete Risk Assessment
  6. Check local area if possible
  7. Allow officer to update Risk Assessment Page.
  8. Email electronic MFH report to email address provided by officer, or previously supplied by Divisional MFH SPOC.

### OIC Duties:

1. Upon arrival, search address and grounds
2. Go through Electronic MFH report, highlighting any concerns, and ensuring data is correct.
3. Make an initial risk assessment, confirm this with Divisional Supervision via Radio and update MFH report with appropriate Risk.
4. Once report emailed to GMPCRU, continue with enquiries