

Missing person guide – Recording episode.

- 1) Go into the LCS page and click on the 'additional tab' on the left hand side then click on 'add missing person record'..

Personal

Additional

Identity

Photos

Risks

IAS Details

Relationships

Involvements

CIN

CP

CLA

Adoption

Costs

Episodes

History

Chronology

Imports

Forms

Documents

Case Notes

Audit

CP-IS Audit

Health

Education

Legal

Is Disabled?

Is on a Disability Register?

No paper files found.

[Add Paper File Record](#)

Disabilities

No Disabilities Recorded

[Add a Disability](#)

Categories of Need

Started On	Ended On	Category of Need
11-Apr-2019	-	N1 - Abuse or neglect
08-Jun-2015	20-Jul-2015	N5 - Family dysfunction
11-Nov-2014	19-May-2015	N0 - Not Stated
18-Jun-2012	19-Jun-2012	N5 - Family dysfunction
24-Jan-2012	25-Jan-2012	N3 - Parental illness or disability

[Add a Category of Need record](#)

Legal Statuses

No Legal Statuses Recorded

[Add Legal Status](#)

Missing Person records

Started	Ended	Missing Status	Finalised?
02-May-2020 18:49	02-May-2020 22:24	Found	No
29-Nov-2019 14:54	29-Nov-2019 17:54	Found	Yes
18-Oct-2018 15:17	18-Oct-2018 17:39	Found	Yes

[Add Missing Person Record](#)

Last Modified

Modified By: SERVICE

Modified Date: 28-Feb-2020 11:15

- 2) Once you click 'Add missing person you will come onto a page like this.. you then need to enter the missing date & time and found date & time.. then click 'create' in top left corner.

Missing

Found

Missing Details

Missing Status: [Dropdown]

Episode Start Date: 21-May-2020 15:40

Missing Reasons

- MR1 - Bullying
- MR2 - Involvement in offending behaviour
- MR3 - Substance misuse
- MR4 - Contact with family and friends, including where a child/young person goes missing in order to have contact with their family or friends, to avoid contact with their family or friends, or as a result of having contact.
- MR5 - Alleged abuse within the foster home
- MR6 - They are an asylum seeker, for instance including those who may have been refused leave

Primary Missing Reason: [Dropdown]

Is this an approximate Start Date and time?

Local Authority: Luton

Additional Information: [Text Area]

Missing Person Location

Location missing from: [Dropdown]

Location when gone missing: [Dropdown]

Additional Information: [Text Area]

- 3) The missing episode will now be recorded; you can go back in and out of the episode by going back into the 'Additional tab' - If a child is missing and has not yet been found.. it is ok to just enter the missing date and time – A hazard will then appear on the main LCS page that the child is missing.

