

Building Resilience in Young People Initiative

Developing the Parenting Community Around the Young Person

East Division

UPDATED: June 2020

A guide to support our young people in residential care during times of crisis

Partnership between:

East Division Department of Health and Human Services and
Department of Justice and Community Safety, Victoria Police,
Residential Out-of-Home Care providers and other members of
the young people's care team.

Residential House

1. Objective:

To support young people during times of distress with a consistent approach that recognises their trauma, and aims to minimise their involvement in the justice system.

2. Application of the Guide:

2.1. This guide is to be used in conjunction with each *Young Person's Profile on a Page* stored at the Residential Care House and Vic Pol INTERPOSE.

2.2. And where the following incidents occur:

- Physical assaults against carers, threats and damage to carers' property/vehicles
- Property damage to house
- Young person v young person assault
 - Physical assault
 - Sexual assault
- Drug confiscation (when drugs are seized by carers)
- Missing Persons
- Offending in the Community

In an ongoing emergency situation make sure the safety of yourself and those present takes priority

If an incident needs to be reported to police it must be called through 000, as opposed to calling the Buddy Police Station

To assist the 000 Emergency Operator:

- Advise that information pertaining to the young person is available prior to police interaction, using the *Young Person's Profile on a Page* (see Attachment 1).
- Carers can meet with and brief police, unless police intervention is urgent, prior to contact with young person.

Note: Where a young person is arrested the outcome of the arrest will be at the discretion of Victoria Police following consideration of young person's circumstances and discussion with the Residential Care House Team Leader/Supervisor to ensure a "family home lens" is applied to the young person.

3. Roles and Responsibilities:

To get the best outcome for young people in residential care homes, it is critical that all partners subscribe to the implementation of this guide. To do this it is recognised that each partner also has discreet roles and responsibilities to enable the functioning of the partnership. These are outlined below:

3.1 Residential Care House (Attachment 1, Young Person's Profile On a Page)

- Residential Care House Team Leader/Supervisor to prepare the *Young Person's Profile on a Page* and share with Care Team and Designated Sergeant at Buddy Police Station for review and approval within 7 days of the young person entering the home. Please cc. unit-ed1-oic@police.vic.gov.au for visibility of the Youth Resource Officers.

- Residential Care House Team Leader/Supervisor to provide a copy to relevant after hour's service.
- Residential Care House Team Leader/Supervisor to induct all carers, including casual carers, on this guide.
- House Team Leader/Supervisor to review *Young Person's Profile on a Page* after each incident.
- House Team Leader/Supervisor to update the relevant after hours service of the *Young Person's Profile on a Page* after each incident.

3.2 Police (Attachment 2, designated Buddy Police Station for each house).

Designated Sergeant from Buddy Police Station to:

- Educate members on each *Young Person's Profile on a Page*.
- Upload *Young Person's Profile on a Page* on INTERPOSE.
- Securely maintain a hard copy folder containing the *Young Person's Profile on a Page* for ready access by attending police members as needed.
- Responding police member records reported incidents in line with policy and these guidelines by the end of shift.
- Designated Sergeant from Buddy Police Station to determine prosecutorial outcome in line with legislation, policy and these guidelines. Where the Designated Sergeant is on leave, handover of this responsibility is to be delegated to ED1 Proactive Policing Unit Sergeant.
- Designated Sergeant from Buddy Police Station to convene a monthly meeting inviting relevant house members, YROs and YSOs. (Please see Attachment 3, monthly meeting agenda).
- If safe to do so, attending police to review *Young Person's Profile on a Page* prior to entering the Residential Care House.

3.3 Care Team

(eg. Young person Protection or Contracted Case Manager, Youth Justice, House Supervisor, YSAS, Mental Health Case Manager and Police)

- All Care Team members to be familiar with this guide to ensure a consistent approach is applied to the young person.
- Care Team to review *Young Person's Profile on a Page* within 14 days of moving into the Residential House.
- Confirm *Young Person's Profile on a Page* at next Care Team Meeting.
- *Young Person's Profile on a Page* to be on the agenda at each Care Team meeting.
- *Young Person's Profile on a Page* to be reviewed after each incident.

3.4 Young Person

- Ensure the 'voice of the young person' is captured in the development of the *Young Person's Profile on a Page*.

* This is a suggested guide only on how to start this conversation:

"I understand this is a hard time for you as you have just moved into a new place. To make sure you are safe in this house, I would like to get some further information from you so that I can share this with the other carers in the house. You may have times when you are not feeling yourself and we want to make sure that we will do our best to make you feel safe".

“Everyone in this house deserves to feel safe. We need to sometimes bring other people in, including the police, to help us. I know you worry about police harassing you, so we want to help them know how to talk to you and have a better understanding of you”.

Further attachments;

- Attachment 4, Profile on a Page workflow
- Attachment 5, Police interaction spreadsheet

Useful resources

- Charter for Children in out of home care
<https://services.dhhs.vic.gov.au/charter-children-out-home-care>
- Protecting Children: Protocol between Department of Health and Human Services – Young person Protection and Victoria Police
<http://www.cpmanual.vic.gov.au/advice-and-protocols/protocols/police-courts-legal-services/police>
- Information Sharing
<http://www.cpmanual.vic.gov.au/advice-and-protocols/protocols/police-courts-legal-services/police>
- Young person Protection Manual
<http://www.cpmanual.vic.gov.au/>

Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation, Next Steps and Home Liaison	
Significant physical assaults & threats against carers	<ol style="list-style-type: none"> 1. Ensure safety of self and other young people involved in the incident and present in the home. 2. Support young person during incident based on the strategies identified in their <i>Young Person's Profile on a Page</i>. 3. Phone 000 and report incident, obtain responding member details and record on the CIMS Incident Report. 4. Contact the Residential Care House Team Leader/Supervisor (or relevant after hours service House Manager/Supervisor), relay incident, discuss the effectiveness of <i>Young Person's Profile on a Page</i> and seek advice on next steps. 5. Follow agency Practice Instructions on Physical Assaults and Threats against Staff. 	<ul style="list-style-type: none"> • Seek responding police member's email address and provide written statement of the events that occurred. This can be used for the CIMS Incident Report description as well. • Complete CIMS Incident Report if required. • Process CIMS Incident Report according to DHHS guidelines; this will also trigger a copy to be sent to Young person Protection. <p>Note – It will be the victim's choice regarding the pursuing of charges which is informed by agency policy.</p>	<ol style="list-style-type: none"> 1. Responding Police will determine if safe to meet carer out the front of the house to review the Young Person's Profile on a Page or if immediate action is required. 	<p><i>Documentation</i></p> <ul style="list-style-type: none"> • Complete relevant LEDR Mk2 report. • Return Notice to Victim (L1) to Residential Care House Team Leader/Supervisor by email. <p><i>Next Steps</i></p> <ul style="list-style-type: none"> • Receive description of the incident from house carers by email. • Contact the victim and determine requested course of action. <p><i>Home Liaison</i></p> <ul style="list-style-type: none"> • Discuss circumstances of incident and outcome of <i>Young Person's Profile on a Page</i> implementation with Residential Care House Team Leader/Supervisor within 48 business hours. • The decision of the young person's return to placement is based on the agency's decision. 	<ul style="list-style-type: none"> • Review incident at next Care Team meeting or earlier if needed: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required on the <i>Young Person's Profile on a Page</i>. ○ House Team Leader/Supervisor to forward updated <i>Young Person's Profile on a Page</i> to police. ○ Young person Protection or Case Contracted Case Manager to forward updated <i>Young Person's Profile on a Page</i> to DHHS After Hours Service.

Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation and Home Liaison	
Property damage to carers' personal belongings /vehicles	<ol style="list-style-type: none"> 1. Ensure safety of self and other young people involved in the incident and present in the home. 2. Support young person during incident based on the strategies identified in their <i>Young Person's Profile on a Page</i>. 3. If immediate police attendance is required phone 000. 4. Contact the Residential Care House Team Leader/Supervisor (or relevant after hours service House Manager/Supervisor), relay incident, discuss the effectiveness of <i>Young Person's Profile on a Page</i> and seek advice on next steps. 5. Follow agency Practice Instructions. 	<ul style="list-style-type: none"> • Seek responding police member's email address and provide written statement of the events that occurred. This can be used for the incident report description as well. <p>Note – It will be the victim's choice regarding the pursuing of charges which is informed by agency policy.</p>	<ol style="list-style-type: none"> 1. Responding police will determine if safe to meet carer out the front of the house to review <i>the Young Person's Profile on a Page</i> or if immediate action is required. 2. Enquire what led up to the incident from the residential workers 3. Meet with the young person to respond to behaviour of concern 4. Determine whether: <ol style="list-style-type: none"> a. Local diffusion of situation, or b. Young person is conveyed back to police station for interview <p>NOTE: Irrespective of option a) or b), this guide should be used to determine outcome of 'Brief'. The outcome is determined once the Buddy Police Station Portfolio Holder discusses the appropriate consequence with the relevant Residential House Team Leader/Supervisor.</p>	<p><i>Documentation</i></p> <ul style="list-style-type: none"> • Complete relevant LEDR Mk2 report for ALL identified offences. • Return Notice to Victim (L1) to Residential House Team Leader/Supervisor by email. <p><i>Next Steps</i></p> <ul style="list-style-type: none"> • Contact the victim and determine requested course of action. <p><i>Home Liaison</i></p> <ul style="list-style-type: none"> • Discuss circumstances of incident and outcome of <i>Young Person's Profile on a Page</i> implementation with Residential House Team Leader/Supervisor within 48 business hours. • Based on discussion with Residential House Team Leader/Supervisor, exercise discretion regarding either 1) restorative agreement undertaken by young person OR 2) prosecution. 	<ul style="list-style-type: none"> • Review incident at next Care Team meeting or earlier if needed: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required on the young person's <i>Young Person's Profile on a Page</i>. ○ House Team Leader/Supervisor to forward updated <i>Young Person's Profile on a Page</i> to police. ○ Young person Protection or Case Contracted Case Manger to forward updated <i>Young Person's Profile on a Page</i> to DHHS After Hours Service.

Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation and Home Liaison	
Property damage to House – Non Crisis Response	<ol style="list-style-type: none"> 1. Ensure safety of self and other young people involved in the incident and present in the home. 2. Support young person during incident based on the strategies identified in their <i>Young Person's Profile on a Page</i>. 3. Contact the Residential Care House Team Leader/Supervisor (or relevant after hours service House Manager/Supervisor), relay incident, discussing the effectiveness of <i>Young Person's Profile on a Page</i> and seek advice on next steps. 4. Follow agency Practice Instructions. There will be house instructions on whether to proceed with police charges for each young person. 	<ul style="list-style-type: none"> • Ring House Team Leader/Supervisor or relevant after hours service to talk through the incident • Update client file following the case practice manual. • House Team Leader/Supervisor to update Buddy Police Station and/or Youth Resource Officer for follow up with the young person. 	N/A	N/A	<ul style="list-style-type: none"> • Review incident at next Care Team meeting: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required on the young person's <i>Young Person's Profile on a Page</i>. ○ House Team Leader/Supervisor to forward updated <i>Young Person's Profile on a Page</i> to police. ○ Young person Protection or Case Contracted Case Manger to forward updated <i>Young Person's Profile on a Page</i> to DHHS After Hours Service.

Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation and Home Liaison	
<p>Young person v Young person assault</p> <p><i>“Assault is the direct or indirect application of force to the body of, or to the clothing or equipment worn by, a person must be done with intent to inflict, or being reckless as to the infliction of, bodily injury, pain, discomfort, damage, insult or deprivation of liberty”.</i></p> <p><i>Victoria Legal Aid. (2015, May 1). Assaults. Victoria: Victoria Legal Aid.</i></p>	<ol style="list-style-type: none"> 1. Ensure safety of self and other young people involved in the incident and present in the home. 2. Support young person during incident based on the strategies identified in their <i>Young Person’s Profile on a Page</i>. 3. If immediate response is required call 000. 4. Contact the Residential Care House Team Leader/Supervisor (or relevant after hours service House Manager/Supervisor), relay incident, discuss the effectiveness of <i>Young Person’s Profile on a Page</i> and seek advice on next steps. 5. Residential Care House Team Leader/Supervisor to determine whether young person can continue to live together. 6. Follow agency Practice Instructions. 	<ul style="list-style-type: none"> • Seek responding police member’s email address and send a written statement of events. • Complete CIMS Incident Report. • Process Incident Report according to DHHS guidelines; this will also trigger a copy to be sent to Young person Protection. <p>Sexual Assault – follow SOCIT reporting guidelines</p> <p>Note – It will be the victim’s choice regarding the pursuing of charges which is informed by agency policy.</p>	<ol style="list-style-type: none"> 1. Responding police will determine if safe to meet carer out the front of the house to review the Young Person’s Profile on a Page or if immediate action is required. 2. Enquire what led up to the incident from the residential workers 3. Meet with the young person to respond to behaviour of concern 4. Determine whether: <ol style="list-style-type: none"> a. Local diffusion of situation, or b. Young person is conveyed back to police station for interview <p>NOTE: Irrespective of option a) or b), this guide should be used to determine outcome of ‘Brief’. The outcome is determined once the Buddy Police Station Portfolio Holder discusses the appropriate consequence with the relevant Residential House Team Leader/Supervisor</p> <p>Sexual Assault Should incident involve alleged sexual assault contact SOCIT.</p>	<p><i>Documentation</i></p> <ul style="list-style-type: none"> • Complete relevant LEDR Mk2 report for ALL identified offences. • Return Notice to Victim (L1) to Residential House Team Leader/Supervisor by email. <p><i>Next Steps</i></p> <ul style="list-style-type: none"> • Contact the victim and determine requested course of action. <p><i>Home Liaison</i></p> <ul style="list-style-type: none"> • Discuss circumstances of incident and outcome of <i>Young Person’s Profile on a Page</i> implementation with Residential House Team Leader/Supervisor within 48 business hours • Based on discussion with Residential House Team Leader/Supervisor, exercise discretion regarding either 1) restorative agreement undertaken by young person OR 2) prosecution. 	<ul style="list-style-type: none"> • Review incident at next Care Team meeting or earlier if needed: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required to the young person’s <i>Young Person’s Profile on a Page</i>. ○ House Team Leader/Supervisor or to forward updated <i>Young Person’s Profile on a Page</i> to police. ○ Young person Protection or Case Contracted Case Manger to forward updated <i>Young Person’s Profile on a Page</i> to DHHS After Hours Service.

Supporting documents for: *A guide to support our young people in residential care during times of crisis*
Established October 2017
Reviewed September 2018, January 2019, July 2019, June 2020
Next review

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Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation and Home Liaison	
Drug Possession (when “personal use quantities” are seized by carers in home)	<ol style="list-style-type: none"> 1. Seize drugs from young person and place in tamper evident audit bag (TEAB - provided by police). 2. Seal Vic Pol TEAB bag (see attachment 7) and secure. Keep in safe in carers' office. 3. Inform Residential Manager/Supervisor. 	<ul style="list-style-type: none"> • Compete Notice of Abandonment form (VP439) & complete summary surrounding circumstances (see attachment 7). • Contact Buddy Police Station ASAP to organise collection of substance. • Discard substance paraphernalia. 	<ol style="list-style-type: none"> 1. Collect substance in TEAB from home and enter on PALM for destruction. 2. Destroy substance. 	<ul style="list-style-type: none"> • Compile IR (Information Report) for intelligence only. • Consider analysis for non-cannabis substance for intelligence purposes only. • Based on discussion with Residential House Team Leader/Supervisor, exercise discretion regarding either 1) restorative agreement undertaken by young person OR 2) prosecution. <p>Reference: (see attachment 7) – TEAB bag & revised VP form 439</p>	<ul style="list-style-type: none"> • Review incident at next Care Team meeting: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required on the young person's <i>Young Person's Profile on a Page</i>. ○ House representative to forward updated <i>Young Person's Profile on a Page</i> to police. ○ Young person Protection or Case Contracted Case Manger to forward updated <i>Young Person's Profile on a Page</i> to DHHS After Hours Service.

Issue	HOME		VICTORIA POLICE		Care Team Response
	Response	Documentation and Police Liaison	Response	Documentation and Home Liaison	
<p>Missing Persons <i>“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.”</i></p> <p>Commonwealth of Australia. (2018, October 2). <i>What is a missing person?</i> Retrieved from https://missingpersons.gov.au/find-out-more-about-missing-persons/what-missing-person.</p>	<ol style="list-style-type: none"> 1. Make initial enquiries as to the location of the young person. 2. Determine if young person is missing per definition. 3. If genuine concerns for the safety of the young person exist, enact their Crisis Management Plan. 4. Where there is a concern for the Young Person contact Buddy Police Station and provide them with the Missing Person’s Information document (see attachment 6). 	<ul style="list-style-type: none"> • Contact Young person Protection Case Team Leader/Supervisor or After Hours Young person Protection for guidance. <p>Note Should a 598 Warrant be granted, House Team Leader/Supervisor to update the Buddy Police Station.</p>	<ol style="list-style-type: none"> 1. Provide house with your name, registered number, work location and email. 2. Receive email re. Missing Person report and follow up with reporting person if more information required. 3. Immediately compile Missing Person report on LEDR Mk2 and begin investigation as per ED1 Missing Person Protocol. 4. Immediately notify supervisor, Youth Resource Officers and Search and Rescue, as per ED1 Missing Person Protocol. 	<ul style="list-style-type: none"> • Complete relevant LEDR Mk2 report. 	<ul style="list-style-type: none"> • Review incident at next Care Team meeting: <ul style="list-style-type: none"> ○ Determine follow-up support to young person and ○ Any changes that may be required on <i>Young Person’s Profile on a Page</i>. ○ Review incident at next Care Team meeting or earlier if needed and determine follow-up support to young person. ○ Amend Young Person’s Profile on a Page.
Offending in the community	<ul style="list-style-type: none"> • To be dealt with as per community expectations 				
	<p>http://www.cpmanual.vic.gov.au/sites/default/files/Children-CP-and-VicPol-protocol-2012-2825.pdf http://www.cpmanual.vic.gov.au/advice-and-protocols/advice/critical-incidents/missing-persons-report</p>				

Building Resilience in Young People Initiative; *supporting young people in residential care during times of crisis* Young Person's Profile On a Page

Date updated.....

This profile is a brief snapshot about the young person and has been developed with the young person and their care team to support the young person's responses to incidents at a residential care house. The information in the document will enable the care team and Victoria Police to support the young person to feel safe and reduce their anxiety by better understanding the young person and their trauma history which results in the behaviours displayed. These behaviours can be trauma based due to the young person's disruptive upbringing and the impact that has had on their development.

Agency Contact Details for this document:	
Young person's name:	
DOB/Age:	
CP Order:	
CP Case Team Leader/Supervisor:	
Permanency objective:	
Aboriginal/ATSI?:	
Other cultural background?:	
Mental Health? If so please specify?	
Disability? If so, please specify:	
Medical issue? If so, please specify:	
Substance Use? If so, please specify:	

Brief history including reasons for placement in out-of-home care:

Please record information in succinct dot points.

Trauma Based Behaviours, Triggers and Best Responses

Describe the young person's usual behaviour when they are in crisis that may escalate to police charges.

Supporting documents for: *A guide to support our young people in residential care during times of crisis*
 Established October 2017
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TRAUMA BASED BEHAVIOURS	TRIGGERS: (what not to do) Eg. Environment Social Activities Choice Physiologically	WARNING SIGNS:	HOW DOES THIS PLAY OUT: Impact scale	POSSIBLE REASON/FUNCTION: Eg. Relationship connection Escape/avoid Sensory Obtain something tangible	TRY THE FOLLOWING: (what worked in the past) Eg. Regulate → Relate/Validate → Reason Motor activity Sensory Relational	REPAIR: (How we repair the relationship)

Designated Buddy Police Station for each Residential House

Buddy Police Station	Box Hill Police Station 1 Kangerong Road, Box Hill Phone: 88923200 Fax: 88923203 	Doncaster Police Station 979 Doncaster Road, Doncaster East Phone: 88413999 Fax: 98428003 	Oakleigh Police Station Atherton Street, Oakleigh Phone: 95678900 Fax: 95631731	Glen Waverley Station 643 Ferntree Gully Road Phone: 95661555 Fax: 95613039 
Residential Houses	<p>Boxleigh Grove, Box Hill Larissa Banic Residential Manager Child, Youth and Family Services T: (03) 9794 3000 M: 0478 311 768 E: Larissa.Banic@vt.uniting.org</p> <p>Morgan House, Latrobe St, Box Hill Rhiannon Walker Area Manager Northern Services Out of Home Care Northern Metro T: 03 8398 6800 M: 0419 107 323 E: rhiannon.walker@mackillop.org.au</p> <p>Elgar Road, Box Hill Nerrelle Baldwin Manager Residential Youth Services T: 03 8756 6203 M: 0407094746 E: nerrelle.baldwin@aus.salvationarmy.org</p>	<p>Dryden Street, Doncaster Angela Porras Program Manager Residential Care 9896 6322 Angela.porras@anglicarevic.org.au</p>	<p>Chapel Street, Glen Waverley Larissa Banic Residential Manager Child, Youth and Family Services T: (03) 9794 3000 M: 0478 311 768 E: Larissa.Banic@vt.uniting.org</p> <p>Matthew St, Syndal Rhiannon Walker Out of Home Care Northern Metro Area Manager T: 03 8398 6800 M: 0419 107 323 E: rhiannon.walker@mackillop.org.au</p> <p>Warrigal Road, Ashwood Larissa Banic Residential Manager Child, Youth and Family Services T: (03) 9794 3000 M: 0478 311 768 E: Larissa.Banic@vt.uniting.org</p>	

Monthly Meeting Agenda/Notes

House: _____ Date:/...../.....

House Carers: _____

Police Officers: _____

Issue	Comments	Action <i>please note person(s) responsible for each Action</i>
1. Confirm currency of <i>Young Person's on a Page</i> .		
2. Update on relationship between home and Buddy Police Station.		

Issue	Comments	Action <i>please note person(s) responsible for each Action</i>
3. Update on current briefs for young people in the house, do they need authorising or was restorative justice made?		
4. Does the house have enough TEAB bags?		
5. Other business		

Profile on a Page – Work Flow

Attachment 4.

For guidance refer to: *A guide to support our young peopl in residential care during times of crisis*
 (Partnership between: East Division DHHS, DJR, Victoria police, Residential Out-of-Home Care providers and other members of the young person’s care team)

Residential Care House Manager

- Completes initial Profile on a Page as young person enters Residential Care House.
- Notes it as V1 and dates
- Email to care team and ED1 PPU



Care Team

- All members review Profile on a Page to ensure accuracy and currency of information.
- Residential House Manager:
 - updates V1 to V2 & dates
 - Supersedes version in house and advises all carers of updated version
 - Provides V2 to Buddy Police Station contact and CT members.

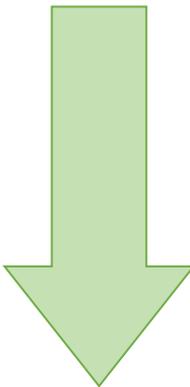
New young person moves into Residential Care House

Our Buddy Police Station is:
 (Name, Address and Contact Details of Police Station)

Our Buddy Police Station Contacts are:

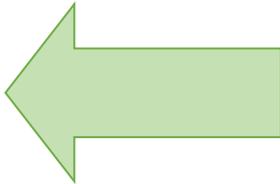
- 1.
- 2.

Note: Please contact Sarah Eglinton, Senior Sergeant ED1 Proactive Policing Unit on 8847 3600 regarding any issues relating to contact with your buddy Police Station.



Residential Care House Manager and Buddy Police Station Contact

- To meet monthly and reflect on previous month’s incidents and changes to Profile on a Page.
- To have as needed contact to resolve additional matters and determine joint activities between teams as needed.



Incident Occurs

- Residential Care House reviews Profile on a Page, based on learnings from incident.
- Agendas at next Care Team meeting, or sooner if needed, to update Profile on a Page as required.
- Residential House Manager updates Profile on a Page.

Missing Person Information Document Page 1

"Assisting Victoria Police and Department of Health & Human Services Victoria to investigate avenues of enquiry and locate missing Young People".

Reporting worker:

Fax this document to the reporting Police Station when making a Missing Person report.

Fax to: Police Station

To the attention of:

Fax No/ Email:

Pages Faxed:

Reporting Worker Name:

Date: Time Faxed

Reporting Worker Tel: Agency:

1. Missing Person Name:	Date of Birth:	1. Missing Person Tel:
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1. Case Manager Name & Agency:	1. Tel:
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Missing Person's Case Manager

Is the Missing Person likely to contact any **friends** or **relatives**? **Yes / If**
yes, complete details below:

2. Name:	Relationship:	Address:	2. Tel:
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2. Case Manager Name & Agency:	2. Tel:
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Friend or Relative's Case Manager
(Write N/A if none)

3. Name:	Relationship:	Address:	3. Tel:
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3. Case Manager Name & Agency:	3. Tel:
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Friend or Relative's Case Manager
(Write N/A if none)

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Page 2 must be completed.

Missing Person Information Document Page 2

Missing Person Name:	Date of Birth:
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Other Friends or Relatives:
Likely Destinations:
Any Known Risks or Other Information:

NOTICE OF CLAIM or ABANDONMENT OF CLAIM FOR PROPERTY		Date:				
		PALM Reference No.				
I,	FAMILY NAME					
	GIVEN NAMES					
OF	ADDRESS					
	Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					
	EMAIL ADDRESS FOR NOTIFICATIONS					
	HOME PHONE	BUSINESS PHONE				
hereby give notice that I * <input type="checkbox"/> wish / * <input type="checkbox"/> do NOT wish to claim the following property:						
which was found by me on <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 40px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">/</td><td style="width: 20px; height: 20px; text-align: center;">/</td></tr></table>				/	/	
	/	/				
at	LOCATION					
and handed to the						
		Police Station				
		on <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 40px; height: 20px;"></td><td style="width: 20px; height: 20px; text-align: center;">/</td><td style="width: 20px; height: 20px; text-align: center;">/</td></tr></table>		/	/	
	/	/				
SIGNATURE OF FINDER	SIGNATURE OF WITNESS					
.....					
	NAME: RANK/No.					
* select appropriate response						

