



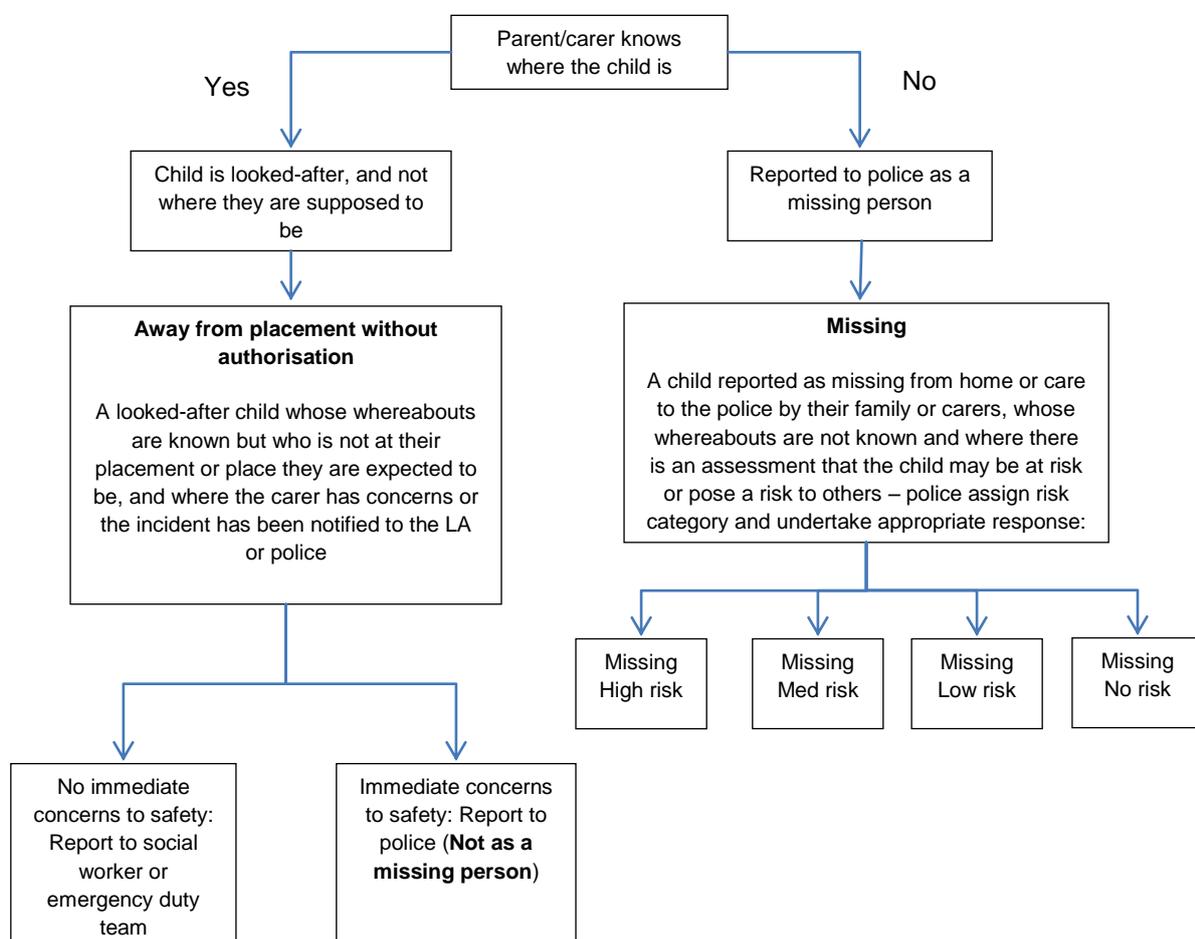
**Sheffield Procedures for  
Responding to Children who go  
Missing from Home or Care  
March 2017**

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## 1. Introduction

- 1.1. These procedures are to be read in conjunction with the 2014 Department for Education statutory guidance and the 2017 South Yorkshire multi-agency protocol for children who go missing from home or care.
- 1.2. They are agreed by the Missing Young People Operational Group (MYPOG) and will be reviewed annually.
- 1.3. As set out in the South Yorkshire protocol, depending on their circumstances a child may be categorised as “missing” or “away from placement without authorisation”. The latter of these does not require the child to be reported ‘missing’ to the police, as outlined below:



- 1.4. It is **highly unlikely** that a missing child would **ever** be categorised as ‘No Risk’.
- 1.5. Repeatedly going missing should **not** be viewed as a normal pattern of behaviour; repeat episodes of a child going missing can indicate sexual exploitation for example.

## **2. During the missing episode**

### **2.1. Notification by police**

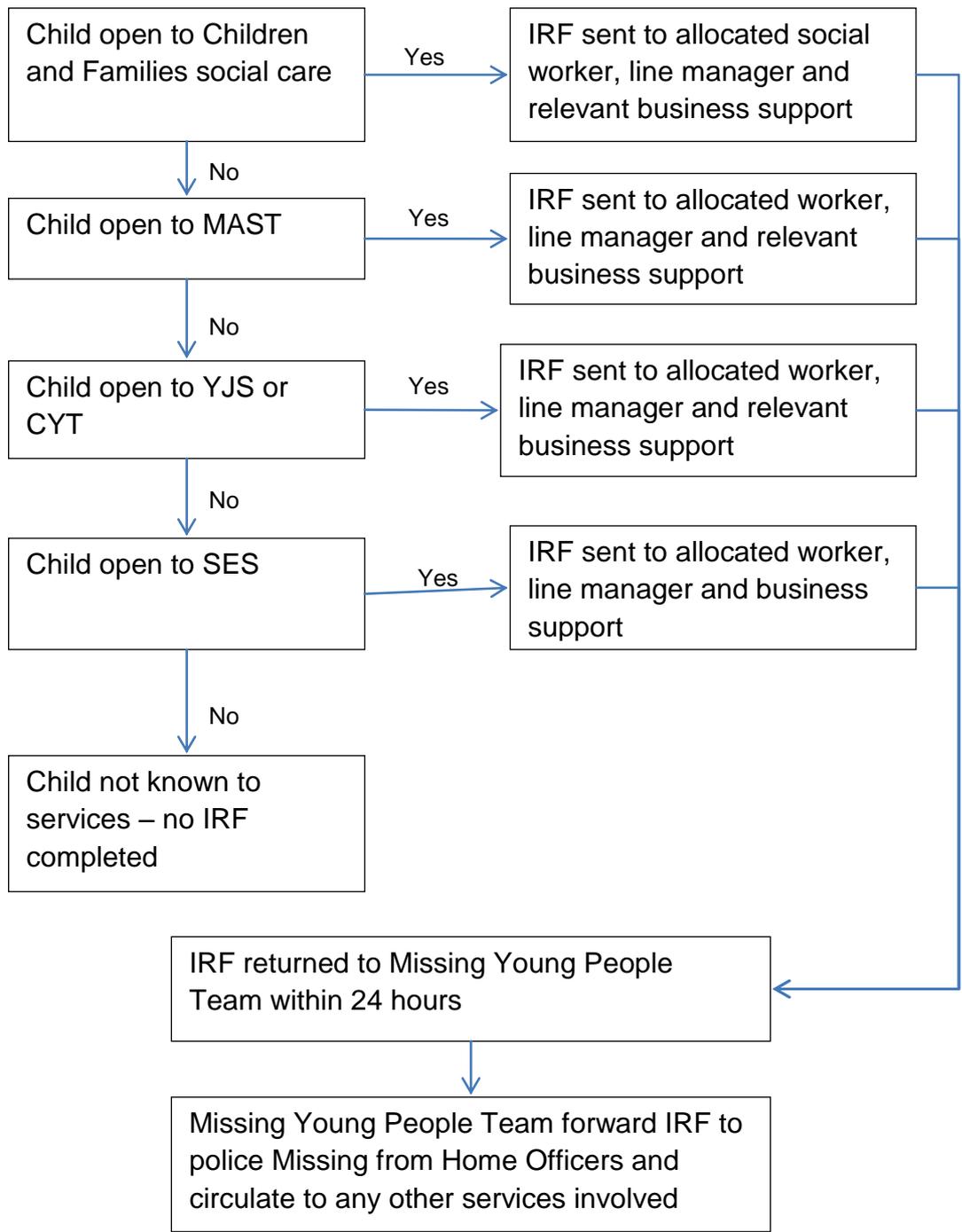
- 2.1.1. The Missing Young People Team are automatically notified by email when a police missing report is filed.
- 2.1.2. Out of hours, the Emergency Duty Team (EDT) are passed information from call handlers in order to decide if the case requires an immediate social work response.

### **2.2. Initial checks**

- 2.2.1. When the Missing Young People Team receive notification that a child is missing they complete a missing young person notification record on CareFirst and make the following checks:
  - CareFirst – to establish whether the child is known/open to Children and Families social care.
  - EMS (One) – to establish whether the child is known/open to Multi-Agency Support Teams (MAST).
  - CareDirector Youth – to establish whether the child is known/open to the Youth Justice Service (YJS).
  - IYSS – to establish whether the child is known/open to Community Youth Teams (CYT).
  - Confirm with the Sexual Exploitation Service (SES) whether the child is known/open to that service.

### **2.3. Sharing information**

- 2.3.1. In order to provide the police with any information that might assist their response, the service with lead responsibility for the child is asked to complete an Initial Response Form (IRF) - see appendix, where the child is still missing.
- 2.3.2. The Missing Young People Team alerts the appropriate service that an IRF is due. The procedure for allocation is as follows:



2.3.3. The IRF asks for brief details of known risks and vulnerabilities, which services are working with the child, and any plans that are already in place to address missing episodes (a plan does not have to be created at this point if there is not one already).

2.3.4. To facilitate prompt and easy returns, the first part of IRF has an option to report that there are no updates or changes in circumstance since the last IRF; and one IRF can apply to more than one missing episode.

2.3.5. Any information received from another worker or agency (i.e. not the one completing the IRF) will be added to the IRF by the Missing Young People Team and shared in the same way.

#### **2.4. When a child from another local authority area, placed in Sheffield, goes missing**

2.4.1. The Missing Young People Team sends an IRF to the home authority for the allocated social worker to complete. They may need to seek information from services in Sheffield to ensure it is up to date. It is requested that they will return it to the Sheffield Missing Young People Team but should also share it with their equivalent team or service in the home area.

#### **2.5. When a child from Sheffield, placed in another local authority area, goes missing**

2.5.1. When a Sheffield child, placed in another local authority area, goes missing, their carers should notify our Missing Young People Team (via EDT if out of hours). If they do not, the equivalent team in the local authority area should pass the police notification on to the Missing Young People Team. In either case this may cause a short delay in the process.

2.5.2. The (Sheffield) allocated social worker is responsible for completing an IRF. They may need to seek information from the host local authority to ensure it is up to date. It should be shared with the host police.

### **3. Children and young people away from placement without authorisation**

#### **3.1. Definition**

3.1.1. A looked after child whose whereabouts is known but who is not at their placement or place they are expected to be **and** the carer has concerns **or** the incident has been notified to the local authority **or** the police.

#### **3.2. Reporting**

3.2.1. If a child is away from placement without authorisation (see flow chart at 1.3 above), a judgement needs to be made by the carer whether there is an immediate safeguarding concern.

3.2.2. If there is not an immediate safeguarding concern then the social worker (or EDT if out of hours) needs informing by the carer.

3.2.3. If there is an immediate safeguarding concern then the police need informing by the carer though this should not be reported as a 'missing person' report.

## **4. On the child's return**

### **4.1. Notification**

4.1.1. Family or carers should be advised to ring 101 to report that a child has returned.

4.1.2. When a child who was missing has returned and the police are notified, they visit to perform a "safe and well check". When this is recorded on the police systems, the Missing Young People Team are automatically notified by email of the return.

### **4.2. Return home interviews**

4.2.1. The purpose of a return home interview is to provide an opportunity to uncover information that could help protect a child from going missing again, from risks they have been exposed to while missing, or from risk factors at home.

4.2.2. Because they will ask the child about their home or care setting, the return home interview should be carried out by somebody who is not involved in the child's care (i.e. the child's usual carer(s), allocated social worker, or staff from the home where they live). The interviewer should also be suitably trained and able to follow up any actions that emerge.

4.2.3. An exception can be made where a child has a strong relationship with a carer or social worker and has expressed a preference to talk to them, rather than an independent person about the reasons they went missing.

4.2.4. The child may already have a trusting relationship with someone who is not directly involved in their day-to-day care. If the child nominates someone who they would like to talk to, this should be accommodated if possible, bearing in mind the criteria above.

4.2.5. The Missing Young People Team allocates the return home interview to a Return Interview Officer (RIO) based within the Youth Justice Service unless there is a more appropriate person to undertake this (see 4.2.3).

4.2.6. For a Sheffield child living in another local authority area, or another local authority child living in Sheffield, agreement must be reached on which authority will carry out the return home interview and how. According to statutory guidance, it is the home authority's responsibility to ensure this takes

place; but it will sometimes be more practical and useful for someone from the host authority region to actually carry it out. The four South Yorkshire authorities have an agreement that they may, therefore, share these arrangements for children placed within another South Yorkshire authority area should resources allow.

4.2.7. Within South Yorkshire, the underlying principle of work across borders in relation to missing young people is one of co-operation, and best practice will be followed in relation to sharing information in relation to specific vulnerabilities.

4.2.8. The host authority will initiate a conversation with the responsible authority to agree who is best placed to complete the interview and how information and actions arising will be shared.

4.2.9. The return home interview should take place within 72 hours of the child returning home. However, if this deadline passes, attempts should still be made to complete it within a reasonable timescale.

4.2.10. Where there is difficulty contacting the child, persistent attempts should be made, through a range of channels. As far as possible, at least 3 attempts at contact using 3 different methods should be made. These attempts should be recorded on the Return Interview Form (RIF) – see appendix. If the child (or their parent/carer) refuses the opportunity of an interview, this fact, and any reasons given, should also be clearly recorded on the RIF.

4.2.11. Where children refuse to engage with the RIO, parents and carers should be offered the opportunity to provide any relevant information and intelligence of which they may be aware. This should help to prevent further instances of the child going missing and identify early the support needed for them.

4.2.12. The interview will cover the following issues with the child:

- Their view of the missing episode(s)
- What the circumstances leading up to the missing episode(s) were
- What they did while missing
- Their feelings, wishes and state of mind, at the time and now
- What could change so they do not go missing again

4.2.13. These discussions are recorded on a RIF. There is also space on the RIF to record any other discussions had or information gathered; the worker's professional judgement of the missing episode, and risk of going missing again and what actions are required as a follow-up. These sections should be completed even if an interview has not taken place.

- 4.2.14. The RIF is returned to the Missing Young People Team (whether or not the interview successfully took place) where it is quality-assured for completeness by a manager to ensure that all relevant risk and safeguarding issues have been identified, and that the identified actions have been taken. The RIF is then shared with allocated professionals and stored on WISDOM.
- 4.2.15. Where there is no lead professional already allocated, the person undertaking the return home interview will initiate follow-up actions, including making any recommended referrals. This may include referral to MAST for assessment and support, and/or referral to social care, via the Sheffield Safeguarding Hub, so that a strategy meeting can be initiated (see 4.5.2 below).

### **4.3. Social care follow-up**

- 4.3.1. If the child is open to social care, the social worker reviews information about the missing episode and from the return home interview and decides if the plans and arrangements for the child need to be reviewed.
- 4.3.2. If placement is identified as a cause of repeated missing episodes, the social worker may refer the child for consideration at Case Review Panel.
- 4.3.3. If the child is looked after, their Independent Reviewing Officer (IRO) should be made aware of any missing episodes and away from placement without authorisation events and will address the reasons for these and develop a strategy to avoid future episodes at their next statutory review or earlier if required.
- 4.3.4. Child protection conference chairs should be informed by the responsible local authority of all missing episodes and away from placement without authorisation events where a child is subject to a child protection plan. This ensures that child protection plans are revised in response if necessary.
- 4.3.5. If a young person aged 16 or 17 is found or presents themselves, but states that they are unable to return home, they will be jointly assessed by a Housing Solutions Officer and a Social Worker (as for any young person who presents as homeless). One outcome of this may be being voluntarily accommodated under Section 20 of the Children Act 1989, and therefore becoming looked after.

### **4.4. MAST follow-up**

- 4.4.1. If the child is open to MAST, the allocated worker reviews information about the missing episode and from the return home interview and decides if a Team around the Family (TAF) meeting or updated Family CAF assessment is required. This will determine if the child or family need additional support.

## 4.5. Strategy meetings

4.5.1. A missing young person strategy meeting should include everyone who may have involvement with the child (and their family/household where applicable). The meeting will cover:

- The recent pattern of missing episodes
- The child's views as captured in return home interview(s) or elsewhere
- Risks to the child and/or risks they pose to others
- Actions in place to reduce risk and prevent repeat episodes and how effective these have been
- Revising plans for the child.

4.5.2. The triggers to hold a missing young person strategy meeting are:

- The child has been missing for 72 hours or more; and/or
- The child has been missing three times or more within a 28-day period; and/or
- The child is felt to be at risk of significant harm as a result of their missing episode(s); and/or
- There is any other pattern of behaviour which causes concern.

4.5.3. The meeting should take place within five working days of the start of the missing episode that has triggered it. If there is a timely multi-agency meeting already scheduled (such as a social care review or core group meeting, or a Team around the Child/Family meeting), then it is acceptable for the missing young person strategy meeting to form part of this agenda, as long as the appropriate participants are invited.

4.5.4. The strategy meeting is convened and chaired by the child's social worker if allocated. If not open to social care this will be undertaken by the social worker undertaking the screening. A representative from every service involved with the child (and their family/household where applicable) should be invited, as well as any that would likely be involved in work to prevent future missing episodes and stabilise risk. It may also be relevant to invite the person who completed the most recent return home interview, particularly if the child engaged well and/or disclosed new information.

4.5.5. For a Sheffield child living in another local authority area, or another local authority child living in Sheffield, it is the home authority's responsibility to arrange the strategy meeting. Relevant representatives from the host local authority should be invited and it may be more appropriate for it to take place in the host area.

4.5.6. The strategy meeting and accompanying risk assessment must be recorded accurately on CareFirst. Decisions about actions and strategy going forward must be communicated to any professionals not represented at the meeting.

## **5. Data and analysis**

### **5.1. Recording and retention**

- 5.1.1. The information pertaining to missing episodes is limited to missing notifications on CareFirst; IRFs; RIFs; and records of strategy meetings. Information pertaining to other circumstances, behaviour or casework should be retained on the relevant case management system.
- 5.1.2. If the child is known to Children and Families social care, all information is stored on the child's file in WISDOM and eventually weeded and destroyed in line with the information management policy.
- 5.1.3. Where the child is not known to any service, all information is stored on CareFirst and WISDOM and eventually weeded and destroyed in line with the information management policy.
- 5.1.4. Information is also stored on the national database for looked after children as part of the local authority statutory returns.

### **5.2. Daily list**

- 5.2.1. On a daily basis (Monday-Friday), the Missing Young People Team circulates lists of children who are currently missing or who have returned in the last few days. Children who have been reported missing over the weekend, even if they have already returned, are added to the Monday list.
- 5.2.2. The purpose of the daily list is to inform key services of behaviour and risk for the children they work with. The recipient lead person or Business Support Team should make the relevant members of staff (e.g. allocated worker, duty worker) aware.
- 5.2.3. The list contains the following information:
  - CareFirst ID and details of the child
  - Details of the missing episode
  - Number of days missing (flagged red/amber/green)
  - Missing episodes in last 28 days
  - Services and allocated workers
- 5.2.4. The circulation for the daily list is:
  - Assistant Director for Provider Services
  - Lead and deputy lead managers for the Missing Young People Team
  - Nominated lead person within each Fieldwork area

- Service Managers in Fieldwork and Permanence and Through Care
- Service Managers for Fostering, Adoption and Residential services.
- Business support in MAST for dissemination to Team Managers and SWPIs
- IRS Service Manager & business support for dissemination to relevant IROs & Child Protection Co-ordinators.

### **5.3. Monthly data/analysis**

- 5.3.1. The Missing Young People Operational Group (MYPOG) meets every other month and reviews a number of pieces of data and analysis.
- 5.3.2. The Performance and Analysis Service produce a monthly data pack which outlines numbers of missing episodes (including first-timers and repeats) and breaks the totals down by length of missing period, source of report, looked-after status, location and demographic groups.
- 5.3.3. It also reports IRF return rates, the number of triggers met for strategy meetings and how many of these meetings are recorded as having taken place.
- 5.3.4. It also provides a thematic analysis of return home interviews which summarises the number recording the various reasons given for going missing and the various safeguarding concerns and the resulting risk assessment.
- 5.3.5. A member of the Missing Young People Team also presents some context of patterns across missing episodes, informed by reviewing the RIFs and fortnightly meetings with the police investigators (see 6.1.1 below).

### **5.4. Quarterly performance**

- 5.4.1. A set of performance information is set out in the South Yorkshire multi-agency protocol for children who go missing from home or care. This covers all stages of the process as set out above.
- 5.4.2. The Priority 6 sub-group provides a quarterly update to the Corporate Parenting Board, covering actions and statistics from the area of work.
- 5.4.3. A similar update is provided to the Sheffield Safeguarding Children Board and Youth Justice Service Partnership Board.

### **5.5. Less frequent reporting**

- 5.5.1. The Sheffield Safeguarding Children Board receives a thorough annual update on children who go missing from home or care and work to tackle this.

## **6. Intelligence and prevention**

- 6.1.1. Key professionals, including from the Missing Young People Team, South Yorkshire Police and Safe@Last, meet on a fortnightly basis to share intelligence and identify common themes, such as children going missing together, 'hotspots', or suspected perpetrators. If required, this information may be shared more widely via the Missing Young People Operational Group or Case Review Panel.

## Appendix 1

# MISSING YOUNG PEOPLE – Initial Response Form

This form should be filled out by the Lead Professional within 24 hours of the young person going missing and returned to the Missing & Absent Team:

[missingyoungpeople@sheffield.gcsx.gov.uk](mailto:missingyoungpeople@sheffield.gcsx.gov.uk)

If you have completed an Initial Response Form for this young person within the last 3 months **and there is no change in their situation or the response to it**, please complete **PART A** only.

If you have further information to share, please complete all parts (**PART A, B, C**).

### PART A – Basic information

This section should always be completed.

Person completing the form	
Name:	
Team / Area:	
Date completed:	
Contact number / email	

Young person and missing incident(s)	
Name:	
Date of Birth:	
Date(s) of missing incident(s) that this form relates to:	(Note: this form may cover more than one incident).

If you have further information to provide, please complete **PART B** and **PART C**. If not, please complete this confirmation:

#### No update

*I confirm that, since the previous Initial Response Form, there has been no change to the young person's situation and no need to review our response to it:*

Mark box:	<input type="checkbox"/>	Date:	
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You do not need to complete the remainder of this form. Please return it to [missingyoungpeople@sheffield.gcsx.gov.uk](mailto:missingyoungpeople@sheffield.gcsx.gov.uk).

## PART B – If you have further information

Only complete this section if you have further information to share.

Young person's details	
Address:	
Phone numbers:	
Email or other contact:	
Allocated worker(s) from your service:	

Engagement and contact	
Has the young person been engaging with your service?	Yes/No
Recent contact (sightings / meetings with your service)	
Forthcoming appointment dates (including location and with whom)	

Risk information	
Is the child known to any partner agencies? Please provide allocated worker name and contact details if possible.	
Outline any risks to the young person. Refer to previous risk assessment if completed.  Particularly consider if the young person is at risk of significant harm <sup>1</sup> .  Other risk factors to consider: <ul style="list-style-type: none"> <li>• Sexual exploitation</li> <li>• Drug and alcohol misuse</li> <li>• Offending behaviour</li> <li>• Gang involvement</li> <li>• Self-harm</li> <li>• Medication issues</li> </ul>	(Note: Missing Young Person Notifications on CareFirst contain information that has been shared with us by the police. You do not need to repeat / copy this information).

<sup>1</sup> If you consider the young person to be at risk of significant harm, you must follow the child protection procedures for your agency, and social care must arrange a strategy meeting (see PART C).

<p>Is there a <b>current</b> plan in place to address them going missing? If so, please outline it.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> <li>• Efforts to find young person</li> <li>• Contacting family and friends</li> <li>• Contacting partner agencies</li> <li>• Places frequently visited</li> <li>• Core group / strategy meetings</li> <li>• Escalating cases to other services</li> </ul>	<p>(Note: if there is not a plan already in place you can leave this blank. Please don't delay sending back the form in order to devise one).</p>
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Now continue to PART C.

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### PART C – Strategy meeting

If you have completed **PART B**, please complete the following questions:

Is the child at risk of significant harm?	Yes/No
Has the child gone missing 3 or more times in the last 28 days?	Yes/No
Has the child been missing for 72 hours or longer?	Yes/No
Has there been a pattern of behaviour which causes concern?	Yes/No

If you have answered 'Yes' to any of the above questions, social care will consider arranging a strategy meeting. Please complete the following information to assist:

Who should be invited to the strategy meeting? (i.e. other agencies and professionals involved)	
Is there a forthcoming meeting that can be used for the discussion? (e.g. review, core group, Team around the Child / Family)	
Strategy meeting date if known:	

Please return this form to [missingyoungpeople@sheffield.gcsx.gov.uk](mailto:missingyoungpeople@sheffield.gcsx.gov.uk).



## Appendix 2

# Missing Young Person – Return Home Interview

If an interview took place, complete Parts A, B and C of this form. If the interview was declined, complete Parts A and C.

Return the form to [missingyoungpeople@sheffield.gcsx.gov.uk](mailto:missingyoungpeople@sheffield.gcsx.gov.uk)

### PART A – Basic information and chronology

Outcome of interview							
(to be completed by the worker who undertook the interview before form is returned)							
Interviewed		Declined		Unable to contact		Interview not required (special circumstances only)	

Child's name and CareFirst ID:		Date of Birth:		Age:	
Worker for Return Interview:		Date and Time of Interview:			
Venue of interview:		Date and time of first contact attempt: (e.g. young person, parent, school etc.)			
Current address:		Gender:			
		Parent/Carer details:			
Address reported missing from:		Telephone Numbers:			
Home Local Authority:		Host Local Authority (if applicable):			
Professional involvement	Social Worker		MAST		

<b>(name allocated worker if known):</b>	<b>CYT</b>		<b>YJS</b>	
	<b>School</b>		<b>CSE</b>	
<b>Child in Care:</b>	YES/NO	<b>Care Status:</b>		
<b>Date/time Missing:</b>			<b>Date/time Returned:</b>	
<b>Details of other missing episodes in last 3 months:</b>	<b>Date missing</b>	<b>Time missing</b>	<b>Date returned</b>	<b>Time returned</b>

**Chronology**

Please record details of the present missing episodes and all attempts to contact the child/young person and arrange a Return Home Interview.

<b>Date of Event</b>	<b>Event (T/C, Visit etc.)</b>	<b>Worker</b>

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**If the interview took place, continue to Part B. If it was declined, skip to Part C.**

## PART B – the Independent Return Home Interview

This page is for visit use only, and should be returned to the Missing Young People Team as soon as it is completed.

**Confidentiality** – We will routinely share information with other relevant professionals to ensure people are working together to keep you and other young people safe now, and in the future.

If you raise any issue separate from the circumstances of your missing episode and you wish for advice or support, then this information can be kept confidential unless we feel you or someone else could be at risk of harm.

If you have any queries about confidentiality or how we record your information, please speak to the worker who is visiting you today.

The young person's voice: What happened?
How was the young person feeling <b>before, during</b> and <b>after</b> the missing episode? Did they feel unsafe or in danger?
Has the young person engaged in alcohol use? If yes, please give details:
Has the young person engaged in substance use? If yes, please give details:
Has the young person engaged in sexual activity? If yes, please give details:
Did the young person have any money with them? If yes, please give details:

What can we do to prevent the young person from going missing again? Does the young person want support or services provided?

**Continue to Part C.**

## PART C – other information, professional judgement and actions

Any other information gathered that is not directly from the young person (e.g. parents / carers / peers)

Provide a summary of this missing episode (including professional judgement whether the young person was running to/from something):

What is your assessment of the likelihood of the young person going missing again?

Disclosures of offences		Comments
Has an offence been committed?	Yes/No	
Has the offence been reported to the police?	Yes/No	

What recommendations are now needed?		
Recommendations	Responsible Person	Timescale

**OFFICE USE ONLY**

Name of person responsible for QA	
Comments	



**PART D – OFFICE USE ONLY** – To be completed by Missing Young People Team Business Support

Identified reasons for missing episode (tick all that apply):

	FROM	TO
Bullying		
Offending behaviour		
Drugs		
Alcohol		
Contact with friends		
Contact with family		
Contact with partner		
Domestic violence / abuse		
Arguments or difficulties within the home/placement		

Education		
Sexual Exploitation (Perpetrator)		
Sexual Exploitation (Victim)		
Gang involvement		
Young person didn't consider themselves missing		
Reason unknown		
Other (please state)		

## Appendix 3

### Missing Young Person Operational Group (MYPOG)

#### Terms of Reference

February 2017

#### **Purpose of the Group**

The purpose of the group is to bring together the key agencies that are working with children and young people who go missing from home (children in care and children and young people with their families).

The group will maintain an overview of the inter agency working in this area and operational issues that arise.

#### **Accountability**

This group is accountable to the Sheffield Safeguarding Children's Board. The group will provide data and information as required and provide reports to the Safeguarding Board. It will also highlight any relevant operational issues including barriers to effective working and resource issues.

#### **Aims and Purpose**

- Maintain oversight of all children and young people that are missing and ensure that all relevant agencies are working effectively on robust action plans to address any identified problems.
- Ensure that joint planning and decision making are having a positive impact on children and young people who are missing.
- Improve and develop communications between all partner agencies who are working to improve services for children and young people who go missing.
- Providing a level of expertise to practitioners working with these children and young people.
- Analyse data regarding missing young people in order that issues and trends may be identified and responses to these may be developed.
- Explore any specific issues that are proving difficult to resolve.
- Explore any issues that are causing delay in the implementation of action plans.
- Monitor out of city notifications.
- Identify staff and service training requirements
- Identify and share good practice

#### **Meetings**

- Meetings to be held every other month.
- Meetings will be chaired by the named Local Authority Lead Officer or Deputy lead officer from Children and Families Service.
- Administrative support will be provided by C&F Business Support
- Members are expected to provide relevant information to meetings to inform the discussion and service planning

## **Membership**

- The named Local Authority Lead and or Deputy Officer for missing children in Sheffield
- The named Police Lead Officer and or Deputy Officer for Missing in Sheffield
- Missing Young People Team Coordinator
- Representatives from:
  - Fieldwork Service
  - Safe@Last
  - Children's Residential Service
  - Multi Agency Support Teams (MAST)
  - Youth Justice Service
  - Community Youth Team
  - Fostering Service
  - Sexual Exploitation Service
  - Performance and Analysis Team