



Fairfield Farm College

Missing Person Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P012	February 2017	February 2019	Registered Manager/Director of Education

To provide young people with opportunities to be successful and make a positive contribution within their community.

Missing Person Procedure

This procedure applies to all situations; the house site and out in the community. When it is noticed that a Young Person is missing inform all staff in the immediate vicinity in case they have seen them.

The houses

A search of the immediate area (i.e. house and garden) should be made. If the young person cannot be found telephone the Senior on duty or the manager on emergency on call duty. The Senior or manager on duty/call should organise a search of the immediate vicinity (ie other houses and gardens, the college site, surrounding streets in the village, the shop, etc.). If the young person cannot be found the Manager should follow the procedure below.

In the community

Search the immediate vicinity keeping other young people with you if necessary. Telephone the Senior on duty or manager on emergency on call duty. Engage the help of shop or security staff if available. If the young person cannot be found the Manager should follow the procedure below.

Procedure

If the missing person cannot be found within a reasonable period of time (this will depend to a large extent on the ability and behaviour of the missing person and the circumstances in which they went missing) the manager should inform the police on 101. If appropriate the Manager should inform the young person's parents/carers as soon as possible.

The police will need the following information:

1. When and where the person was last seen
2. What the person is wearing
3. A recent photograph
4. Why/if you think the person has absconded
5. Their ability to communicate
6. Risks involved with this particular person being out alone
7. Places the person may try to go
8. Would they go off with a stranger?
9. Who they know in the area

Staff not directly involved in the search should reassure other young people, check regularly that the young person has not returned and inform the manager organising the search if the young person does return. Keep telephone lines clear of unnecessary calls so that information can be passed on when needed. **The Manager organising the search is responsible for informing all parties involved in the search (including the police) when the young person is found or returns.**

By order of the Board

Tanya Takle
Registered Manager
November 2017