



Fairfield
Farm
Trust

Charity No. 273924

Missing Person Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P012	Reviewed	February 2021	Registered Manager/Director of Education

‘Providing outstanding opportunities for people with learning difficulties to be successful’

This procedure applies to all students and residents that do not have additional permissions; agreements and care plans. This policy sets out what to do when a young person is believed to be missing whether on college sites, within the houses and out in the community.

Some young people have been assessed to access the community, cross roads, visit local shops or use public transport independently. In all cases, if you are unsure please check on SchoolPod or speak to any manager.

Student is believed to be missing - what next?

Initial Questions

1. Does this person have additional permissions/assessments or a care plan that outlines a different procedure? If so- please follow the Care Plan/ILP.
2. If not, then a search of the immediate area (i.e. house and garden) should be made. If the young person cannot be found then this will need to be reported.
 - For College students: report to any member of the safeguarding team or a manager.
 - For STEPS young people or outside of college hours to the assigned on-call manager.
 - For Trainees/Pre SI or SI young people, please contact the HNC Manager.

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) a 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 (parents/carers/on call staff/managers/Principal and if necessary, the police) when the young person is found or returns.**

By order of the Board

Tanya Takle
Registered Manager

Graeme Athey
Director of Education