



Missing Persons Policy

New or Reviewed	Date of Next Review	Responsibility
February 2023	February 2026	Registered Manager & Principal

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

This procedure applies to all students and young people 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.

It is important to remember that a young adult with capacity can choose to make unwise decisions and that they are free to leave unless there is a DoLS (Deprivation of Liberty's Safeguards) authorised in respect of freedom of movement, this information must be taken in to account and the risks to the missing person weighed up using a person centred approach.

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

For Living Well please check Care Control or speak to any Manager.

Student or young person 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 young people supported in the community or in their own home through the 'Living Well Service'
 - For Trainees, please contact the HNC Manager.

Procedure

If the missing person cannot be found within a reasonable period (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 must inform the police on 101. If appropriate the Manager must 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 person being out alone
7. Places the person may try to go
8. Would they go off with a stranger?
9. Who do they know in the area?

Residential young people have 'Hebert Protocol' which must be handed to the police, to support the search.

Young People supported in the community through the 'Living Well Service' will be assessed on whether a Herbert Protocol is required based on their needs and risk assessment.

Staff not directly involved in the search must 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

Graeme Athey (Principal)
Sarah Talmash (Registered Manager)

February 2023