



Missing Persons Procedure - V2025-1

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Missing Persons Procedure

In the event of a report of a missing person the following procedure should be followed.

Action to take	Timescale to start
Designate a staff member to coordinate the actions in this procedure and document the actions taken.	Immediately
Ensure the remainder of the group are contained, safe and appropriately supervised.	
Call 999 if you believe the missing person to be in immediate danger (EG is at risk of self-harm)	Immediately
Write all information down. Posting this to <i>Bentley Staff Team</i> WhatsApp group is an acceptable method if pen and paper is not immediately available. Include : Time, Action taken, who performed action, the result of action	Immediately
An "Incident and Near Miss Form" should be started at the earliest opportunity once the required actions have been taken.	
Use a printed map to document areas searched, last seen location etc.	
Identify missing person, including a description of them, their clothing, where they were last seen and if there is any known reason for them to be missing (EG a fight between friends). Do they have any medical conditions to be aware of.	Immediately
Attempt to contact the missing person. Are they carrying a mobile phone?	5 minutes.
Alert other site staff via mobile phone. Avoid radio comms to prevent undue distress to others.	5 minutes.
Carry out a search of the immediate area. Particularly checking, toilets, the missing persons camping area.	5 minutes
Ensure communication between staff is maintained.	
If a search of the immediate area is unsuccessful, expand the search area to the entire site. If possible, station staff at each entrance gate or otherwise secure them to prevent someone leaving the site.	Within 10 minutes
Ensure communication between staff is maintained.	
Contact other groups on site and advise them a person is missing.	Within 10 minutes
If adults volunteer to assist in search, ask them to coordinate with the staff member coordinating.	
Under 18s (EG Explorers) should only be used in the search if the coordinating staff member agrees their involvement and the details of their actions.	
If the person is still not located on site, contact the police on 101 (Or 999 if you believe them to be in danger)	1 Hour Maximum

End of Missing Persons Procedure