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<b>Responsibility:</b>	CEO
<b>Date Issued:</b>	9th November 2023
<b>Review by:</b>	H&S Committee – 21st Nov 2023

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## 1. Purpose

The purpose of this Missing Person Response Policy is to establish clear procedures for staff, volunteers, and campers to follow in the event that a camper goes missing during their stay at Totara Springs Christian Centre. The safety and well-being of our campers are of the utmost importance, and this policy is designed to facilitate a swift and effective response to any such situation.

## 2. Responsibilities:

**Host:** The host is responsible for overseeing and coordinating all aspects of the missing person response alongside the main contact of the missing person's group. The host also needs to contact SLT should an initial search be unsuccessful.

**Camp Staff and Volunteers:** All camp staff and volunteers should be familiar with this policy and receive training on how to implement it in the event of a missing person.

**Head Teacher/Group Coordinator:** Group leaders are to coordinate with their host and cooperatively conduct the search. Also responsible for gathering their group in one space for a roll call e.g. gym, dining room, lecture theatre etc.



### 3. Response Procedures:

If a person is suspected to be missing, follow these steps:

- a. Approach the group leader and find out where the camper was last seen.
- b. Using the notebook and pen kept with this policy in reception, keep detailed records of the incident, including descriptions of the person, last known location, and any other relevant information.
- c. Conduct a search for the missing camper. Use of the P.A system and radios is advised. Search the immediate area, all accommodation and ablutions while a staff member/group adult remains at the last known location.
- d. If a camper is not found in the initial search, notify SLT. The host will continue to liaise with the group leader and continue the search.
- e. Ask the group leader to gather the group in one of our venues to perform a roll call. This also empties the accommodation/ablutions for further searching.
- f. It is at the discretion of the group leader, consulting with SLT to contact the police (dial 111) and report the missing camper.
- g. It is at the discretion of the group leader to notify the parents or guardians of the missing camper.

### 4. Communication:

Effective communication is vital in a missing camper situation. Camp staff should:

- a. Maintain regular contact between the host, main group contact and key members of the search party via camp radios.
- b. The group leader is responsible for keeping parents or guardians informed, providing accurate and timely information without causing unnecessary panic.

Staff training last given: 27/11/2023

