



Policy and Procedures
When a Person who uses KARE Services/Supports
goes missing

KARE POLICY DOCUMENT				
<i>Policy Owner: Adult/Children's Supports Manager</i>				
<i>Rev. No.</i>	<i>Approved by OMT</i>	<i>Approved by KARE Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev 1	July 2014	July 2014	July 2014	July 2014 – Oct 2017
Rev 1.1	October 2017	October 2017	Nov. 2017	Nov 2017 -

Background/Aim

This document has been developed to complement KARE's Risk Management Policy by providing specific guidance to staff in the event of a person going missing.

Policy Statements

- A person who uses KARE Services/Supports is considered to be missing when they cannot be accounted for by staff who should be aware of their whereabouts.
- A person who has had a previous incident of going missing or there is a concern of them going missing, should have an Individual Risk Assessment which identifies the controls to be used to minimise the risk of a similar situation occurring. Any plans/protocols listed in the controls should be included in the person's Individual Support Plan to assist implementation by staff.
The Risk Assessment should be reviewed in conjunction with a review of the support plans/protocols. These should be reviewed as necessary to ensure they adequately reflect the needs of the person but at least annually.

Procedures:

- When a staff member is aware that a person has gone missing they will:
 1. Search the entire building/garden/immediate location for 5 minutes, taking into account the safety and wellbeing of other people.
 2. Report the situation to the Line Manager/On Call
 3. Keep other staff on duty informed
 4. Continue the search until otherwise directed.
- When informing the Line Manager/On Call a staff member will pass on all relevant information that is available to them including but not limited to:
 1. Who is missing
 2. Where the person was last seen
 3. Any medical concerns for the person
 4. Contact details for their family
 5. What the person was wearing

- When the Line Manager/On Call has been informed they will:
 1. Inform the Gardaí
 2. Inform the person's family
 3. Co-ordinate the response of other KARE staff

- When the person has been found the Line Manager will:
 1. Arrange medical care for the person if required
 2. Inform the family and others involved in searching for the person
 3. Ensure the event is reported on KARE's Health and Safety Reporting system.
 4. Initiate other reporting as relevant e.g. HIQA, HSE Safeguarding team/Tusla

The Operations Manager will follow up on the incident by:

- facilitating a post incident meeting with the relevant people
- ensuring the individual Risk Assessment in relation to Going Missing is reviewed (or if none is in place develop one) and that appropriate Control measures are put in place to minimise the risk of the person going missing again
- ensuring that all plans/guidelines/protocols listed as Control measures are clearly documented and included in the person's Individual Support Plan.

