Kerry Parents & Friends Association

Missing Person Policy

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KERRY PARENTS AND FRIENDS ASSOCIATION

MISSING PERSONS POLICY

DEFINITION OF A MISSING PERSON

"Anyone whose whereabouts are unknown and the circumstances of the disappearance presents a risk of harm to the missing person or any other person." An Garda Siochana, 2023

AIM OF POLICY

To give staff a guide to follow (action to take) in the event of a person going missing from the service i.e. residential care, day care, outreach, respite or while on outings etc., at any time of the day or night.

POLICY

1. The person in charge of the Centre will inform staff about the people in their care who are more likely to go missing and to be familiar with their individual support plans in their file. Each file should contain an up to date photo of the individual.

2. All people we support who are more likely to go missing should have an individual support plan in their file to guide staff on how best to support them and ensure their safety.

3. All staff must be familiar with the support plans and risk management plans for each person in their care (core group).

4. All staff members are responsible for the supervision and safety of the people in their care.

5. The Centre Manager is responsible for ensuring that the centre is assessed for appropriate safety precautions, alarms, security and staff ratio on a regular basis.

IN THE EVENT OF A PERSON MISSING FROM THE SERVICE

- Immediately inform the Centre Manager or their Deputy or in their absence senior staff on duty who will organise the supervision of the remaining people we support and request additional help from other areas.

- The Centre Manager or their Deputy or in their absence senior staff on duty then informs the Director of Services / Assistant Director of Services.

- The Centre Manager / or their Deputy or in their absence senior staff on duty will remain in the Centre to organise and co-ordinate a systematic search of:

  a. The Centre/House.
  b. The grounds and out-offices.
  c. The usual known route.

- The Centre Manager / Deputy or in their absence senior staff on duty will inform next of kin / guardian and Gardai as appropriate.

- The Centre Manager / Deputy or in their absence senior staff on duty will commence filling up the report on Viclarity.

INFORMATION GIVEN TO THE GARDA SHOULD INCLUDE:

- Person we support name.
- Physical description of the person and a recent photograph.
- A description of what the Person we Support was last seen wearing.
- The Person we Support last known whereabouts.
- A risk assessment (level of vulnerability, visual impairment, road safety sense, medical condition and medication details).
- Places where the Person we Support would be likely to go.

ON THE PERSON'S RETURN

The Centre Manager / Deputy or senior staff on duty at time of Person we Support return to the centre will debrief the service user and staff on duty.

This person will also:

a. Inform the Centre Manager / Deputy who in turn must inform the Next of Kin / Guardian and Gardai of the outcome as appropriate.

b. Ensure that an Incident Report on the Viclarity system is completed as soon as possible after the incident and before going off duty.

c. Make an assessment of the Person we Support physical and emotional state and arrange for medical or psychological follow-up if necessary (see Appendix A).

d. Investigate and follow up the Incident.

e. Inform the Person we Support that a record of the incident will be documented and retained on file.

f. Assess where the support plan was ineffective and make recommendations on how it can be adapted to minimise the risk of reoccurrences.

APPENDIX A

The following information should be recorded on VICLARITY:

- Time Centre Manager / Deputy was contacted
- Name of Centre Manager / Deputy to whom the incident was first reported.
- Time Gardai were contacted and name of Garda informed
- Location of Garda Station
- Time of Next of Kin / Guardian was contacted
- Name of Next of Kin / Guardian
- Where was Service User found:
- Who found the person and at what time he/she was found
- Person's account of Incident and reason for absence
- Mental / Physical condition of Person on return / found
- Physical Appearance
- Emotional State
- Follow up required.