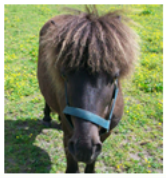

Densholme Care Farm - Hull Road - Great Hatfield - HU11 4UX - 01964 535315

POLICY IN THE EVENT OF A CLIENT GOING MISSING OR ABSCONDING

A register of clients will be completed each morning by Care Farm staff.

It is the responsibility of the Supervising Officer on site to be able to account for the whereabouts of every client.

Upon discovering a client is missing on site, an immediate search is to be made of the farm buildings with all available staff. This search should not exceed 10 minutes. All the usual haunts for that client should be searched.

If the client is a known absconder this should have been recorded in their individual risk assessment and external agency's support plan and should include any known haunts for that client.

A further search should then take place of the farm boundaries, including exits, with all available staff. This should not exceed 10 minutes.

At all times, contact should be maintained with all staff and volunteers through the walkie-talkies provided.

If at this stage the client has not been located the Supervising Officer on site should:

1. Make a phone call to the non-emergency number (101) giving a clear description of the client and clothing being worn.

2. Contact the parents/carer of the client who is missing.

3. Not leave the premises but remain on site to co-ordinate the search, answer phone calls and provide information. The police may want to visit the farm.

4. Ensure that there are adequate staff left in the building to deal with other contingencies and supervisor day care clients.

5. Following the incident, ensure appropriate documents are completed as soon as possible – client log, incident record, daily log.

6. Arrange a meeting with relevant care farm staff, the client involved and their parents/carers to discuss the circumstances of the incident and the effectiveness of the current procedures. A review must take place of the client's individual risk assessment and, where appropriate, their placement on the farm.

7. Keep all colleagues informed.

Date: 19.9.20