



Woodventurers Missing Persons Policy and Procedure

Woodventurers recognise their duty of care to safeguarding those persons in their care. This policy runs in line with Safeguarding Children in Education 2021 guidance and runs in conjunction with our Safeguarding policy.

We are committed to ensuring the safety of those in our care whilst attending Woodland Learning with Woodventurers. We take our responsibility very seriously and to be effective in the incidence of a missing person, we will follow the procedure outlined below.

As part of our service, we will be aware of any individual risk assessments specifically those relating to potential absconding or running from the site and will already have measures in place to protect our students from harm.

If, however, during a Woodland Learning programme a young person or staff member should go missing, Woodventurers Woodland Learning staff will follow this procedure as outlined on the flowchart in Appendix 1.

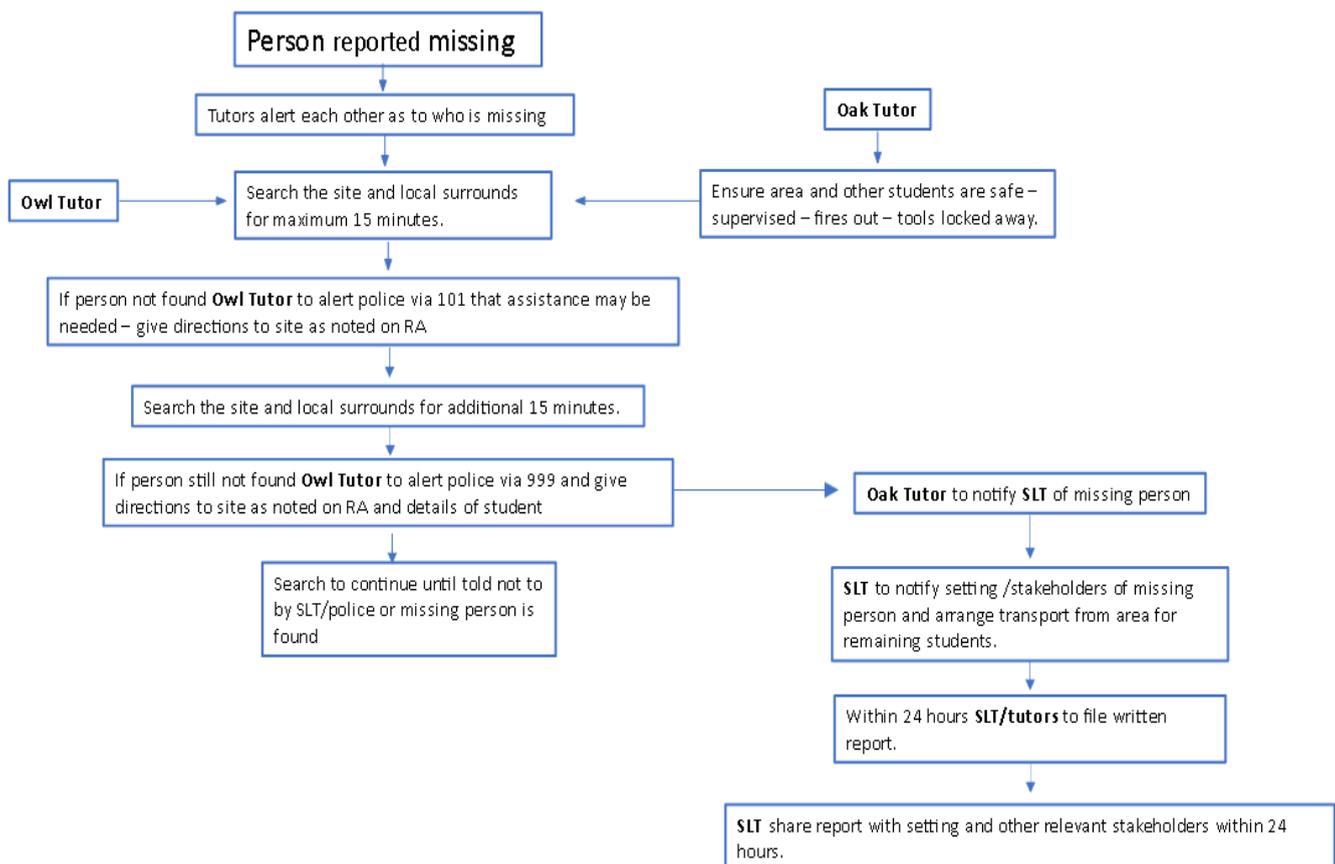
Procedure for missing person

1. Once a young person has been noticed as missing, the tutor will inform the second tutor the name of the missing person, what they were wearing, their emotional state and whether or not they are imminently due any medicines.
2. A search of the woodland and surroundings will be immediately started by the Owl tutor.
3. On being alerted to the missing person, the Oak tutor will ensure any high-risk activities being carried out at that time are halted. Fires must be extinguished, and tools put back in the locked tool bag/box immediately.
4. If the session is with an individual student, both tutors will carry out the search.
5. If it is a group session and safe to do so, any other students attending the session will be asked to stay at the fire circle. If those remaining students require supervision, Oak tutor will remain with them and Owl tutor will continue the search alone.
6. If, after 15 minutes, the missing person has not been located. Owl tutor will alert the SLT.
7. The SLT will call the police via 101 to alert them there is a search being carried out for the missing person and that Woodventurers/Cambridge Forest Schools may need assistance.
8. If for any reason, Owl tutor is unable to reach the SLT, she/he will contact the police themselves
9. If deemed necessary for the police to assist, details that should be shared with police are student name, age, what they are wearing, emotional state, details of relevant medical or additional learning needs.

10. Staff should continue searching until advised by the SLT or the police to cease doing so or until the missing person is found.
11. SLT will alert the school/relevant stakeholders as to the situation and its status/resolution.

Recording of missing person incident.

1. The SLT will contact the tutors and ensure a written record is made of the incident within 24 hours of the event.
2. SLT will ensure this information is communicated effectively to the student's setting/relevant stakeholders.
3. Individual risk assessment will be reviewed and amended if necessary.





Written by NP and TR

Reviewed February 2022

Next review date February 2023