

Outreach Angels Missing Person Policy

At Outreach Angels we are always alert to the possibility that volunteers can go missing during sessions. To minimise the risk of this happening management will carry out periodic head counts, particularly when moving between locations.

If a person cannot be located, the following steps will be taken:

- All volunteer will be informed that the person is missing.
- Volunteers will conduct a thorough search of the surrounding area.
- After 15 minutes the police will be informed. The manager will then contact the volunteer's next of kin.
- Volunteers will continue to search for the person whilst waiting for the police and next of kin to arrive.
- We will maintain as normal a routine as possible for the rest of the volunteers at outreach.
- The manager will liaise with the police and the person's next of kin.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

Useful numbers

Police: 999