



Woodlarks Camp Site Trust

Missing Person Procedure

2017

1	Introduction.....	3
2	Missing Person Procedure.....	3
3	Document Review	4

1 Introduction

This procedure has been drafted by Sarah Lane and must be read by all Camp Leaders. If camps have their own procedures for locating missing people the Trust is happy to allow such a procedure to take precedence.

2 Missing Person Procedure

Mobile phones and torches should be available to assist in searches.

Telephone Numbers:

Woodlarks Dining Room 01252 715238

Kathleen Marshall House 01252 716279

Pool (not in winter) 01252 821113

Police (Emergency) 999

Police (non-Emergency) 101

Should a person go missing whilst on site:

- The first thing to do is make a head count and/or take the register. If at night, check all tents, and all toilets. Someone new to camp may just have gone into the wrong tent, or be taking a long time in the toilet.
- The Camp Leader must appoint a leader to arrange a search of the surrounding area. Leave someone in the dining room to coordinate the search. Agree a time when searchers should meet to review progress.
- Before commencing the search, brief all involved with a description of the missing person, what they are wearing and any habits they may have.
- If the search is at night time, decide if it is better to let those not actively involved in the search sleep.
- Take any remaining campers back to the dining room.

- Supervise and reassure the remaining campers. Remind those present that it is inappropriate to mention the search on social media.
- If the search is unsuccessful, call the police on 999 and describe the missing person whilst staff/helpers continue to search the surrounding area.
- Advise the relevant parents and/or carers of the situation as soon as is reasonably practical to do so.

3 Document Review

This policy will be reviewed after three years

Signed:

Date:

Print name: Alexine Crawford

Position held: Chairman

Implemented: July 2017

Next review: July 2020

Person responsible: Mark Greenwood