

# Path Hill Outdoors

## Going Missing Procedures

0 minutes	X out of sight	
0-5 minutes	X whereabouts unknown Focus on immediate area	Instructor searches toilets and other possible places in the immediate vicinity
5 minutes	X whereabouts unknown Focus on immediate area	<ol style="list-style-type: none"> <li>1. Instructor Whatsapps staff notifying all to keep a lookout</li> <li>2. Instructor phones office notifying of concerns</li> </ol>
5-10 minutes	X whereabouts unknown Focus on immediate area	<ol style="list-style-type: none"> <li>1. Office staff and other staff available start searching surrounding area co-ordinated by JW, LS or LH</li> <li>2. Whatsapp used to identify places searched</li> </ol>
10 minutes	X whereabouts unknown Search area widens	<ol style="list-style-type: none"> <li>1. Member of staff takes Path Hill vehicle and drives to Whitchurch Bridge</li> <li>2. If seen on way notifies on Whatsapp and encourages X to return to PHO</li> <li>3. If not seen on journey staff member parks at Adventure Dolphin and monitors pedestrian traffic on bridge</li> </ol>
10 – 15 minutes	X whereabouts unknown Search area widens	<ol style="list-style-type: none"> <li>1. Parent/carer notified that X is missing</li> <li>2. Staff in contact via Whatsapp even if X not seen</li> <li>3. Staff turn on location function on Whatsapp so everyone can see areas being searched</li> </ol>
15 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Police contacted with description of X and history of going missing</li> <li>2. School notified of incidence of missing student</li> </ol>
15 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Staff vehicle sent towards Wallingford Road to rule out other exit from Path Hill</li> <li>2. Search continues – If it seems that X has not left Path Hill via road exits then research area in locality of Path Hill</li> </ol>
15 – 20 minutes	X whereabouts unknown Search area widens Other agencies notified	<ol style="list-style-type: none"> <li>1. Search continues – If it seems that X has not left Path Hill via road exits then revisit area in locality of Path Hill for hidden X</li> </ol>

The search continues until X is seen. Should they refuse to co-operate with staff then eyes are kept on them and parent/carer comes to pick up. All agencies and parents/carers informed as soon as X located.