

BROTHERS OF CHARITY SERVICES IRELAND



NATIONAL POLICY

Policy on Missing Persons



This policy explains what happens if a person goes missing without staff knowing why or where.



If an individual is at risk of going missing it should be identified in their Person Centred Plan.



If this risk is present a Missing Person Plan is written up. This plan will have information about the individual and a description including a photograph.



All staff locally will be informed if an individual is missing. The senior staff on duty is informed who then

becomes the co-ordinator for the search.



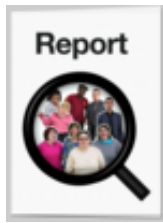
The co-ordinator's mobile phone number is given to all involved in the search. Staff will search premises and local area and maybe a favourite place of the individual.



If the individual is not found locally the next step for staff is to contact the Gardai, the next of kin and the area manager.



The Missing Person Plan is given to the Gardai with the photograph of the individual.



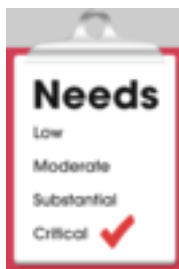
When the individual is found an Incident Report is written up by staff on duty.

HIQA

If an individual lives in a Designated Centre, HIQA will be notified within 3 days of the incident.



The manager will review why the person has gone missing and put supports in place to prevent it happening again.



A risk assessment will be carried out the return of the individual to identify future risk of this happening and controls required.



This document was put into an assessable format by the
Brothers of Charity National Advocacy Council.

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