

**UNAUTHORISED ABSENCE OF A SERVICE USER FROM THE HOME**

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*This Policy will summarise the arrangements and measures to be taken when it is discovered that a service user is missing from the Home without prior notification or authorisation:*

1. Any staff member who believes that a service user is missing without apparent authorisation should immediately inform the Home Manager or Person-in-Charge.
2. The Home Manager or Person-in-Charge will investigate and check office records to see if the person has been recorded as leaving the Home for a viable reason, e.g. for a hospital appointment.
3. If there is no record of this a full search of the buildings and grounds will be immediately organised, causing minimum disruption to other service users.
4. If the service user remains missing and no explanation is forthcoming then:
  - 4.1 the Person-in-Charge will complete a Missing Resident Record Form;
  - 4.2 the Police must be notified and a full description given - if required a copy of the Record of Missing Service User Form may be given to the Police to assist them.
  - 4.3 an entry will be made in the Incident Log in which will be recorded brief details and eventual outcome.
5. The service user's next-of-kin or relatives will be informed immediately.
6. Contact should be made with any places that the service user is likely to visit, e.g. old neighbours / friends etc. Additionally, contact should be made with other establishments such as local pubs, off-licences etc if it is considered appropriate to the circumstances.

**FORMS REFERENCES:**

Form No: 1-07 Record of Missing Service User