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Outdoor Ted Missing Persons Policy

Protocol in case of a missing person

All groups visiting will have an assigned group leader from their school that they stay with all day.

If anybody suspects a person may be missing, they should immediately alert the Outdoor Leader or another adult.

The Skylark Education Centre is closed to the public when in use by Outdoor Ted. The gates to access the site are locked as soon as the group have arrived.

The meeting point for all pupils and staff is the classroom. In the case of an emergency all participants should stay in the classroom.

Step One

An adult should shout, "1, 2, 3, where are you... <child's name>"... and wait for a response. If there is no response after a few attempts, and after an initial sweep of the site the person is not found, the group should assemble in the classroom and find out where and when the person was last seen.

The Outdoor Leader and other assisting adults will continue to search for the child while the group is assembled in a safe place and supervised by at least one other adult.

All adults will be given a map of the area and a walkie talkie for communication.

Stage Two

If lit, the fire will be extinguished immediately and tools gathered to a safe place by supporting adults.

Stage Three

The Outdoor Leader should check the site more thoroughly. The known hazardous areas will be checked first, such as streams/ ponds, dens & roads. Any supporting adults will summon help to search a wider area. If the person is not found within 5 minutes, the Outdoor Leader will contact the emergency services to report a missing person. An adult will lead the rest of the group back to school or telephone for help to do so.

