

Category	People We Support	CEO Approved	<i>Indivallie</i>
Version	4	CEO approval date	March 2019
Implementation date	15 November 2013	Next review date	March 2021

Why do we need this policy?

The policy provides guidance on what to do when a person we support goes missing. The accompanying procedure outlines various situations when a person is classed as missing and explains the actions Identitywa workers need to take.

Who is this policy for?

This policy applies to all Identitywa workers who provide direct support.

What do we want to achieve with this policy?

We want workers to understand what is meant by the term ‘missing person’ and when it is appropriate to activate the procedure which accompanies this policy.

Policy Statement

The term ‘missing’ as used in this policy applies to a person we support who absent themselves without leave or fails to return from an agreed period of leave without making contact or having informed an Identitywa worker. We do **not** consider a person we support missing if their whereabouts are known but they are refusing to return to their home and there is no immediate risk to themselves or others.

There are various preventative actions we take to help minimise the occurrence of a missing person’s incident and these are explained in the accompanying procedure.

We ensure a prompt and calm response to a missing person incident to ensure the safety and wellbeing of the missing individual is established as quickly as possible.

Definitions

Individual

A person supported by Identitywa, such as a client, resident or other recipient of services.

People we support

Refers to an individual, their family members, carer, guardian, administrator or support network.

Worker

A person who carries out work in any capacity for a person conducting a business, including work as:

- an employee;
- a contractor or sub-contractor;
- an employee of a contractor or sub-contractor;
- a student gaining work experience, trainee or apprentice; or

- a volunteer

The Legal and Regulatory Requirements we have to follow

This policy has been developed in accordance with the following:

- National Standards for Disability Services – Standard 2: Participation and Inclusion
- National Standards for Disability Services – Standard 3: Individual Outcomes.
- National Standards for Disability Services – Standard 6: Service Management.

Other related documents

- Absent Family or Person Policy & Procedure
- Accident/Incident Reporting and Investigation Policy & Procedure
- Missing Person Procedure
- Occupational Safety and Health Policy

How do we know we're getting it right?

All our policies and procedures are measured against the National Standards for Disability Services.

We will also check that the following outcomes are being met:

Workers

- understand what is meant by a missing person.
- know who needs to be involved when an incident occurs.
- are able to give examples of preventative measures they have put in place to help minimise a missing person incident.

Do you need to know more?

Please contact the Policy Officer if you have any questions regarding policies, procedures and/or review details. If you would like to be involved in our policy development programme please also use the contact details below:

- Telephone: (08) 9474 3303