

Missing/Late Procedures

Missing Team

The progress of a team along their route should be monitored by their Expedition Assessor and Supervisor via:

- Updates shared on the **Expedition WhatsApp Comms group**
- **In-person check-ins** at pre-arranged checkpoints

The general location of a team should always be known by their Expedition Assessor and Supervisor. If a team has not arrived at their next checkpoint, campsite, or finish point within **30 minutes** of their expected arrival time, the following steps must be taken:

Step 1: Attempt Contact

- The **Expedition Assessor and Supervisor** will attempt to contact the team via mobile phone to establish their location and situation.
- The **Expedition Assessor and Supervisor** will update the expedition team via the **Expedition WhatsApp Comms group**.

Step 2: Escalate Search

- The **Expedition Lead** will contact other instructors in the area to check if the team has been seen.
- The **Expedition Assessor and Supervisor** will continue trying to contact the team.
- The **Expedition Assessor and Supervisor** must keep the **Expedition Lead** informed of all outcomes.

If Contact is Established:

- **Location confirmed** (e.g. via OS Locate), cause for delay identified, and remedial plan implemented.
- If needed, an Expedition Assessor and Supervisor may be sent to meet the team.
- If the team is **hopelessly lost** and cannot identify their location:
 - Instruct them to return to the **last known checkpoint**, where an Expedition Assessor and Supervisor will meet them.
 - If they **cannot retrace their steps**, instruct them to **stay put**. The Expedition Lead will implement a plan to locate them safely.

If Contact Cannot Be Established:

- Expedition Assessor and Supervisor to remain calm and **attempt contact every 10 minutes** (signal may be limited).
- Keep the **Expedition Lead** informed.
- If still no contact and the team is **over 1 hour late**:
 - The **Expedition Lead** will make a professional decision on next steps and implement a safe search plan.
 - If all options are exhausted and there is concern for the team's safety, **emergency services and/or mountain rescue** should be contacted.

Missing Individual

If an individual becomes separated from their team:

- The **Expedition Lead** must be informed **immediately**.
- If the team and expedition team do not know the individual's location, **Hampshire County Council's Missing Child Policy** must be followed.
- **Call 999** and report the individual as missing.

Definition:

"A child (a young person under the age of 18 years) is to be considered *missing* if they are absent from their place of residence without authority, in circumstances that cause concern for their safety or pose potential danger to the public."