

## Missing Student

It is the responsibility of SE staff to actively search for students who are missing, including working with the authorities where appropriate. For the purposes of this policy, the term 'missing' refers to a student not being present without authorisation or explanation.

On occasions when a staff member identifies a student as missing, immediate action is required as outlined in the procedures below.

Good communication is at the heart of safeguarding. It is important to ensure that your student has all the contact details by which to communicate with you both in hard copy and electronically, and likewise you have the student's mobile number, both in your mobile and written down.

It is part of good safeguarding practice to know at all times where a student is. Never allow a student to leave your home without knowing where the student is going, whom they are meeting if this is the case and the arrangements regarding travel. Acquiring any mobile numbers and other contact details of any friends, associates or places being visited (without any sense of intrusion, naturally) adds to the safety of the arrangement. How much you insist on knowing will depend on the age of the student; sensible parental standards are anticipated here, with a license to err on the side of needing to know even with the older student. In fact there should be few occasions on which it would be deemed permissible for a student to withhold any such information.

Please ensure that you have ascertained this information and that you have given due consideration to the age of the student and the appropriateness of the arrangement in line with these guidelines. You are always in a position to override these guidelines in the direction of tighter control on the basis of being aware of your concerns for the student's welfare. The legal liability rests always with Sutherland Education - as long as you are not guilty of any criminal act, such as hitting them over the head with a rolling pin!!

### **Student might go missing:**

- ✓ Not returning to school after an exeat weekend or school holiday
- ✓ Not arriving from home country after the school break
- ✓ Not returning to homestays by curfew time
- ✓ Going missing on a school trip, activity or sporting event

### **Students not arriving at the airport**

The student might have not found SE driver and has taken a different taxi or might have not left their home country i.e. missed the flight or suddenly got ill. Please do contact the parents/agent first, then review the flight and transfer details (with communication to the airline and transfer company to confirm transport arrangements for the student or the parents/agent)

### **Students not returning to homestays by curfew time**

Students are expected to return to their homestay by the curfew time. However, in case of a student not returning home by the curfew time staff, host families are required to follow this procedure:

No later than 10 minutes after the agreed curfew time, the homestay must contact the student to find out where they are.

- ✓ If the student is too far away to walk or got lost, families are required to pick the student up, or arrange a taxi communicating name and position of the student. Families need to ensure the student only accepts a taxi driver who knows their name.

- ✓ Contact any friends, associates or venues to enquire after your student's whereabouts.
- ✓ Should contact with the student prove unsuccessful, within a 15 min after the time arranged, a member of the SE team must be contacted and alerted. The 24/7 emergency line may be used for this purpose (07774 646 886), or otherwise a Key Guardian contacted. You will then be guided in next steps and supported in determining the whereabouts of the student.
- ✓ DSL/senior SE member is responsible for ensuring the school is informed of any report made to the police of an absent or missing child or young person, as the school retains the overall duty of care. The school should be updated with any developments as they should know the whereabouts of the student at all times, especially those on visas
- ✓ A student who fall into the 'Missing' Category must be reported to the police as soon as possible by telephoning 101 for a non-emergency report or 999 for an emergency response i.e. information received that a child or young person is in immediate danger of harm.
- ✓ If the above stage is reached, a full record of all actions to be written down (time, place, when a student was last seen, what appeared to have happened, the length of time that the child was missing and how she/he appeared to have gone missing.
- ✓ All parties need to be informed as soon as the student is found.

Policy date: **23<sup>rd</sup> July 2025**

Responsibility for Policy Review: **Andrew Sutherland**