

Missing Person Policy



1.1 Policy Statement

English Country Guardians recognises that students may wish some degree of independence when they are not in school. On trips, school rules will apply. Students will only be allowed to go out alone if they give full details of where they are travelling, who they are meeting and provide names and telephone contact numbers of the person/s they will be with. All plans will be verified. The risk of an individual going missing is considered on an individual basis.

1.2 Policy Purpose

The purpose of this policy is to set out the procedure to be taken if someone is suspected and/or confirmed to be missing or absent without explanation whilst under the care of English Country Guardians.

2.0 Procedure

1. If the student seems to be missing from homestay, search the house and garden thoroughly and phone the student. Move to point 4.
2. If a student goes missing in a trip, phone the student.. Ascertain who they were last with on the trip and speak to/call that person. Search the immediate area. Seek assistance from bystanders. Move to point 4.
3. If the student is in homestay and overdue from a planned outing, the host family should make efforts to contact the student or the people/place they were visiting.
4. Where contact cannot be made with the student and there is concern that the student may be at risk, then the person in charge of the homestay or trip must contact the Guardian.
5. The Guardian must, start a suitable log of events. Times of actions and decisions should be noted as accurately as possible. This log must be maintained throughout.
6. The Guardian must ascertain who last saw the student and question them about the student's known plans and movements.
7. If information provided raises concern that the student may be at risk, then the Principal, Joanna Winstanley must be informed and the local police should be alerted and their advice and assistance sought.
8. The Principal will give direction on communicating with overseas families and allocate a dedicated phone number and team member for this role.
9. The appointed person will contact members of the missing student's family to notify them of the being steps taken.
10. Relatives should be requested to telephone the allocated contact number if the student contacts them.
11. Relatives should be kept informed at each stage of the search.
12. The Guardian will remain the point of telephone contact to co-ordinate search operations and keep all parties in the UK informed of the operation.
13. Once the student has been found, it is essential that all the parties who were advised of the emergency are contacted again and informed that the search has been concluded.
14. The Guardian must submit the log of events to the Principal.
15. The Principal will communicate with the relatives and the school about the event and will cc the Guardian. If the police have been involved with the incident, the Principal will seek guidance from the Police on communication with all parties.