

## Missing Persons on the Programme

### Introduction

The ISCA Team undertake registers each morning and evening. If a student is absent, there may be some satisfactory explanation *e.g. they may be ill; or away for some other approved purpose (e.g. going to church)*. In the case of unauthorised absence, the following action should be taken.

### First Stage

The Managing Director, or in their absence, other ISCA staff members in the hotel, should make preliminary enquiries with International Chaperones, other ISCA Staff and other pupils to discover whether any reason for the absence is known.

If the Managing Director is not present, they should be informed by the ISCA Staff member on duty, even at this early stage.

### Second Stage

More extensive enquiries (*e.g. through the hotel*) should be made:

- If the first enquiries reveal any cause for concern (*e.g. the person had recently appeared depressed, might have gone drinking, had troubles at home, had spoken of running away etc.*),  
Or
- If the person is still missing at the next register, or particularly, if anyone is missing at the final register at the meeting at the end of the day.

At this second stage, the Parents or Guardians should also be contacted. It may be necessary to search the hotel or other locations in the vicinity. Other possible contacts (*e.g. girlfriends or boyfriends*) should be approached. The



bedroom of the missing person should be searched for any clues as to the absence.

### Third Stage

If none of these approaches is successful, the Police should be quickly alerted and formally asked to initiate a missing person's enquiry.

### Fourth Stage

When the person is found, it will be necessary to consider whether the absence is best considered as a disciplinary matter or in some other way. It may be appropriate to seek the advice of the Designated Safeguarding Lead. The ISCA Managing Director should also be consulted.

### Records

ISCA Staff involved are recommended to keep at each stage a brief note of the action taken; they should subsequently record the incident on the individual's file in whatever detail seems appropriate in the circumstances. A copy of this record should be sent to the ISCA Managing Director and the Designated Safeguarding Lead.

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