

Missing Persons on Campus

Introduction

Houses 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 Head of House or, in their absence, other ISCA staff members in the house, should make preliminary enquiries with International Chaperones, other ISCA Staff and other pupils in the house to discover whether any reason for the absence is known. An enquiry should also be made of the ISCA Medical Supervisor.

If the Head of House 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 other houses and the ISCA Programme Director*) 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
- Where a student's whereabouts cannot be established and there is no satisfactory explanation for their absence, enquiries should begin immediately and the matter should not be left until the next scheduled register.

At this second stage, the ISCA Managing Director should immediately be informed. The Designated Safeguarding Lead should also be informed where

there are concerns regarding the student's welfare, vulnerability, or unexplained absence. Parents or Guardians will be contacted.

A coordinated search of the campus and locations the student is known to frequent should be organised. 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 the student's whereabouts remain unknown following the above enquiries, or if there is any reason to believe the student may be at immediate risk, the Police must be contacted without delay.

Fourth Stage

When the student is found, staff should first establish their welfare and whether any safeguarding concerns exist. The circumstances surrounding the absence should then be reviewed to determine whether disciplinary action or additional support is appropriate.

It may be appropriate to seek the advice of the ISCA Medical Supervisor or the Designated Safeguarding Lead. The ISCA Managing Director should also be consulted.

Records

Heads of Houses 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.