



Summer Program Student Missing from Trip/Excursion Procedure

Information Sharing Category	PUBLIC
TASIS Document reference (Org, Doc, version, date)	TESP_StudentMissingTripExcursion_14062024
Version	2.2
Date published	14 June 2024
Date ratified by Head of School	14 June 2024
To be reviewed before	14 June 2025
Responsible area	Summer Program Directors & Head of School

1. Student Missing from Trip or Excursion

- 1.1. At TASIS England we are always alert to the possibility that students may go missing during on, and off-campus activities or trips and excursions.
- 1.2. To minimise the risk of this happening staff will carry out frequent head counts of students in their charge, particularly during off-campus trips and excursions.
- 1.3. A student missing from an off-campus trip or excursion during program hours will be classed as being at significant risk, particularly where:
 - There are grounds for believing that the student is at risk due to their own vulnerability such as special educational needs or disability.
 - There are grounds for believing that the student is a danger to themselves or others.
 - There are indications that the student may have already come to harm (grooming, radicalisation, coercion etc.).
- 1.4. Other contributory factors should be taken into consideration when determining the extent of the risk faced by the missing student:
 - Previous concerns noted or raised about the student, such as associating with significantly older young people or adults, bullying, child on child abuse, coercion.
 - Is the incident sudden and unexpected behaviour?
 - The events preceding the unexplained absence.
 - Any essential medication or health care issues – inhalers, insulin, allergies etc.
 - The mental health of the student prior to their disappearance.
 - Any religious or cultural reasons to believe that the student may be at risk e.g., rites of passage, female genital mutilation.
 - Drug or alcohol issues.

2. Procedure

- 2.1. The following procedure outlines actions to be taken and the timeframe for those actions.
- 2.2. **Immediate** – If a student cannot be located chaperones should undertake an immediate headcount to ensure all other students are accounted for.
- 2.3. **Immediate** – Chaperones will attempt to contact the missing student by calling their verified mobile number, sending text messages, and utilising any available means of communication deemed necessary to locate the student.

- 2.4. **Immediate** – Chaperones will liaise with other students/friends on the trip to assess if they know the missing students' whereabouts and elicit any information that may assist the search. Chaperones will note relevant information to update the Program Directors and/or Designated Safeguarding Lead (DSL).
- 2.5. **Immediate** – Chaperones will remain calm and divide themselves into two groups, one to conduct a sweep of the immediate area and the other to supervise remaining students. Chaperones should continue in their attempts to contact the missing student by the means mentioned in point 2.3 above.
- 2.6. **Immediate** – As soon as it is established that the student is missing, chaperones will inform the Program Directors and/or DSL of the situation. The Program Directors and DSL will meet to ensure procedures are followed and begin gathering information (student details, parental contacts etc).
- 2.7. **On 15 minutes** – Chaperones will keep in close contact with the Program Directors and/or DSL at intervals of no more than 15 minutes until such time that the student has been located or a plan has been established and communicated to the chaperones by the Program Director/Deputy Program Director or DSL
- 2.8. **On 15 minutes** - The Program Directors or DSL will call and inform the students' parents/carers verbally, explaining what steps have been taken so far and what steps, with time frame, will be taken if their child cannot be located. The caller must ask if the student has been missing before and elicit any previously unknown vulnerabilities.

Chaperones will continue to make efforts to contact the student by mobile (calls and text messages) to the student's mobile phone.
- 2.9. **Between 15 and 30 minutes** – The Program Directors & DSL will meet, share information, and agree on next steps. If the student is still missing the DSL will report the incident to the police on 999, the DSL will maintain liaison with the police throughout the incident. If the DSL is unavailable the Program Directors will make the report to the police. See section 3 '**Notifying the Police**' below for more details on this process. Parents are informed that the police have been contacted.
- 2.10. **On, or before, 30 minutes** – On-call Senior Manager/Head of School to be informed of the situation, steps taken so far and next steps.
- 2.11. **At least every 15 minutes** – Chaperones and Program Directors/DSL will continue to liaise for updates and share information at intervals of no more than 15 minutes.

3. Notifying the Police

TASIS England is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- 3.1. After no more than **30 minutes** from when the student was identified as missing by chaperones, the DSL will report the incident to the police on the 999 emergency services number. The DSL will maintain liaison with the police throughout the incident. If the DSL is unavailable a Program Director will make the report to the police. Parents/carers will also need to be informed that the police have been contacted.
- 3.2. The police will require certain information to assist in their efforts to locate and return the student to a safe environment, be prepared to provide some, or all, of the following:
 - The student's name/s, date of birth, legal status in the country, nationality, English language ability, country of residence and home address, place of temporary residence (TASIS England address).
 - Any known vulnerabilities.
 - When and where they went missing (time and street name/postcode).
 - Description and recent photo – clothing, bags, identifying marks or features.
 - Mobile phone number and provider (if provider is known).
 - Details of any previous missing episodes.
 - Who, if anyone, they may have been with when they went missing.
 - Any belongings and means they may have - cash, debit/credit cards.
 - Medical history or conditions.
 - Circumstances or preceding events including any relevant safeguarding information.
 - Family details.
 - Details of any family, friends, and associates in the local area.
 - Contact details of the person making the call - DSL and/or Program Director.
- 3.3. The Administrator making the call to the police must make a written record of the call, including:
 - Time of call.
 - Responding officers name and number.
 - Crime reference number.
 - Any direct contact phone numbers.
 - Next steps.
- 3.4. Whilst the search is ongoing, program staff will continue to liaise with the police and act in accordance with police instructions.
- 3.5. The on-call Senior Manager/Head of School must be informed that the police have been contacted.
- 3.6. As soon as the student is located, the police, parents/carers and on-call Senior Manager/Head of School must be informed immediately. Steps must be taken to

return the student to school as soon as possible. Once the student has returned to school, pastoral and/or behavioural management procedures need to be followed.

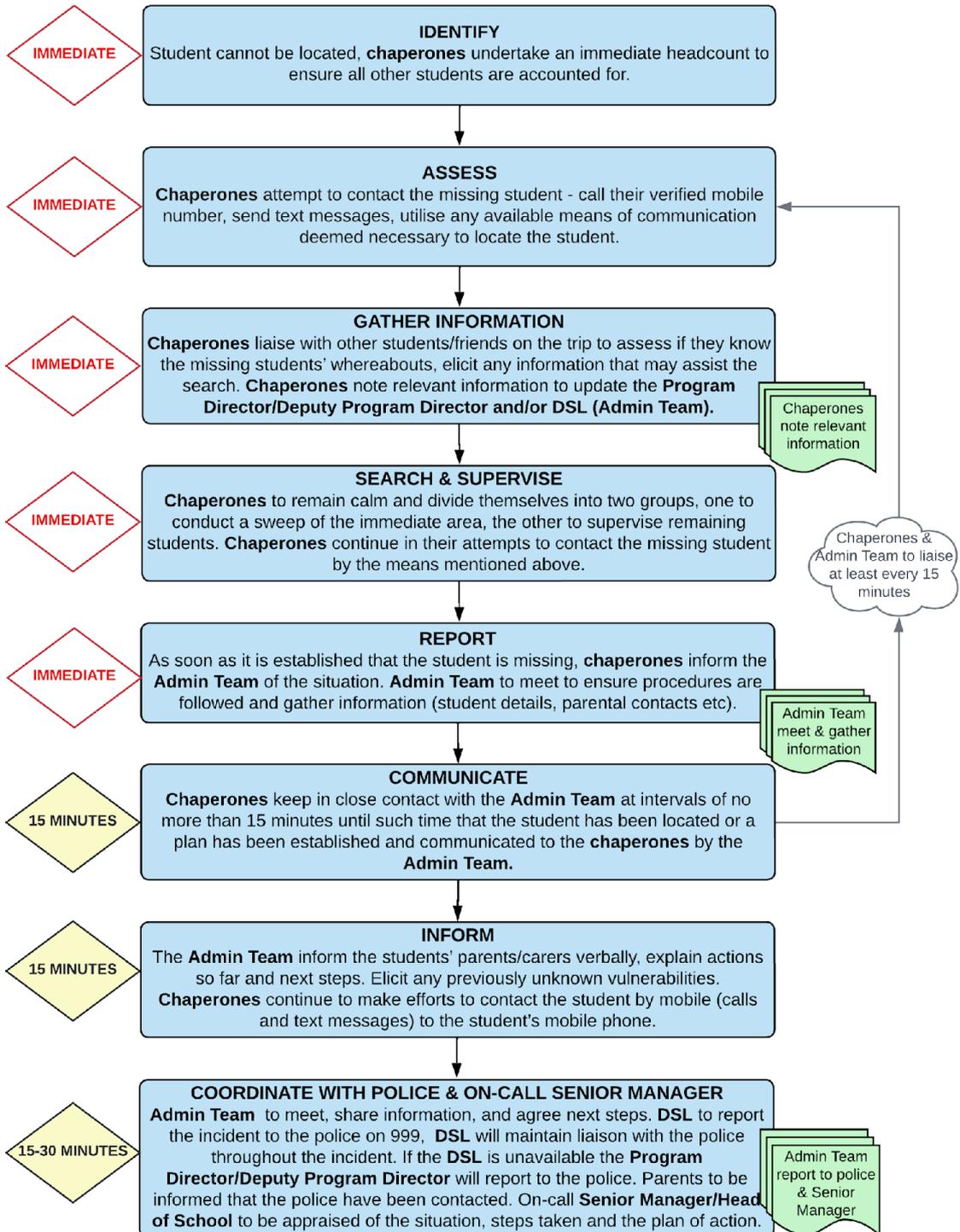
- 3.7. If, at the request of parents/carers or the police, the student is unable to return to school, the on-call Senior Manager/Head of School must be informed. If a request has been made by the parents/carers for the student to stay or remain off-campus with family or friends, the whole school [Boarding Students Host Stay Policy](#) must be followed to ensure the host environment is a place of safety. All such requests must be made in writing/email by the parent/carer and are at the discretion of the on-call Senior Manager/Head of School.
- 3.8. If the student returns to school of their own volition, the police, parents/carers and on-call Senior Manager/Head of School must be informed; pastoral and/or behavioural management procedures need to be followed.
- 3.9. If the police locate and return the student to school, they may conduct a Prevention Interview (Safe and Well Check); parents/carers and on-call Senior Manager/Head of School to be informed and pastoral and/or behavioural management procedures need to be followed.
- 3.10. Once all parties are satisfied that the student is in a place of safety and is no longer deemed to be at risk, an investigation of the incident must take place involving the Program Director/Deputy Program Director, DSL, on-call Senior Manager/Head of School, and chaperones.
- 3.11. A written record of the investigation and outcomes/decisions must be recorded on an incident report form. Pastoral and/or behavioural management procedures will be implemented
- 3.12. If the student is considered to be a continuing flight risk, in discussion with parents/carers they may be asked to leave the program
- 3.13. Regardless of whether the student remains on, or departs from, the program, a written risk assessment will be drafted with mitigations put into place for the duration the student is on campus.
- 3.14. Once the incident has concluded, investigations complete and recorded, the on-call Senior Manager/Head of School (or a delegated staff member) should undertake a debrief with Summer Program Administrators to talk through the events and record any lessons learned. Policies and procedures should be updated accordingly thereafter.

Appendix 1



**TASIS England Summer Program
Reporting Procedure for Students Missing from an Off-Campus Trip or Excursion**

The following procedure outlines the actions to be taken in the event of a student who cannot be located during an off-campus trip or excursion and the timeframe for those actions, up to the point of being reported to the police and informing the on-call Senior Manager or Head of School.



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