



# Language in Action

## General policy for absent / missing students

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### A. On Excursion

The Activity Manager should ensure that students and agency Group Leaders are fully aware of the itinerary – in many cases agency GLs / individual students will receive a leaflet with these details. Students should know where the meeting point is and what to do if they are separated from the group.

If they are lost when on a trip the students should be told to:

1. Call their agency Group Leader (or their friends)
2. Go to the meeting point and wait for the group
3. Call the LiA emergency number
4. Find a policeman and show some identification as a Language in Action student (on the Lanyard ID card)

Activity Leaders and agency Group Leaders should conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups.

If a student becomes lost, an Activity Leader should phone the Centre management staff immediately who will take proper action. The Activity Leader should continue trying to contact the student on their mobile phone. If the student is from a group, the Activity Leader should contact the agency Group Leader and inform them of the issue and ensure the agency Group Leader helps in locating the student.

If it is towards the end of the day and the group need to leave, the student's agency Group leader and/ an Activity Leader should remain behind at the meeting point to locate the student. The rest of the group should leave with the other Activity Leaders.

(Bear in mind staff to student supervision ratios. Ask another member of staff to reach the group if necessary).

Missing students on excursion is not a common occurrence, but it can happen. However, it is rarer still for us not to find them quickly, particularly now that mobile phones are in common usage.

### Further actions

The Centre Manager / Welfare Officer will continue trying to call the student on their mobile.

If the student has not been located 1 hour after the agreed meeting time, the school will contact parents/guardians to inform them that the child is missing.

If the student has not been located within 2 hours during the day, or 1 hour and a half during the evening or night after the meeting time has been set, the school will contact the local police for assistance.



## B. On Site

### Classes

If Under 18 students do not come to class for registration the teachers should inform the DoS/Centre Management Staff immediately.

As soon as the Centre management staff discovers that a student is absent, they will try to contact the student (or the agency Group Leader if the student is part of a group) by mobile phone. They will also contact the staff in the premises that they are staying at.

### Further action

If after 1 hour the student still hasn't been located, the parent/guardian will be contacted and advised. If the student has not been located within 3 hours, the School will contact the Police to advise them of the situation. However, if there is real cause for concern do not wait too long to inform them. The police will give advice on further action to be taken.

## C. In Residence or Home Stay

### Under 18 students are provided with a Curfew. This is:

Curfew time for Under 18's is 11 pm Friday and Saturday and 10.30 pm all other days of the week. Under 16s must remain at their homestay or residence once they have returned in the evening, unless accompanied by a group leader.

If student/s do not return after afternoon / evening activities, or, if the student/s do not return in time for curfew, Activity Leaders will inform the Centre Manager (if in Homestay, hosts have been advised to contact the LiA Emergency phone number).

The Centre Management staff will then try contacting the student (or the agency group leader if part of a group) by telephone.

If they cannot locate the student within 1 hour they will contact the parent/guardian.

If the student cannot be located within 1,30 hours after missing the afternoon / evening activities or missing the curfew, the school will contact the Police.

**This policy is included both in the Staff Handbook and in the Teacher Handbook. It is explained to all staff (both academic and operational) during their induction. This procedure is also explained to all students.**