

Missing Persons Policy

Implemented:	June 2023
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Reviewed:	June 2023 (CP)
Next Review:	June 2024

1. Introduction

At STAR Exeter, the safety and well-being of our students, particularly those under the age of 18, are of utmost importance. This Missing Persons Policy outlines the procedures to be followed in case a student goes missing or fails to attend classes without prior notice.

2. Definitions

- **Student:** Any individual enrolled in courses or programs at STAR Exeter, regardless of age.
- **Minor Student:** A student under the age of 18.
- **Adult Student:** A student aged 18 or older.

3. Reporting and Response Procedures

3.1. Minor Students (Under 18)

In the event that a minor student fails to attend their scheduled classes or activities without prior notice, the following procedures will be implemented:

1. **15-Minute Rule:** After 15 minutes have passed since the scheduled start of the student's class, and there has been no communication from the student, the school staff will initiate the following steps:
2. **Contact the Student:** Attempt to contact the student through all available communication channels, including phone calls, emails, and instant messaging apps.
3. **Contact the Homestay:** If the student is residing with a homestay, contact the homestay to inquire about the student's whereabouts and well-being.
4. **Contact the Emergency Contact:** If neither the student nor the homestay can be reached, contact the emergency contact provided by the student's guardian or legal representative.

3.2. Curfew Times for Minor Students in a Homestay.

Sunday - Thursday 10pm and Friday & Saturday 11pm for 16 year olds

Sunday - Thursday 11pm and Friday & Saturday 12am (midnight) for 17 year olds

Missing student procedure - Under 18's

If an under 18 year old student has not returned home after 10 minutes beyond STAR curfew time or an agreed curfew time, procedures as below:

1. **The Homestay:** will try to contact the student directly to find out where they are. If they are too far away to walk or if they do not know the way home, the homestay picks them up or arranges a taxi for them. The homestay must ensure the taxi driver knows the students name and tell the student to only accept a taxi driver who knows their name.
2. **If the Homestay:** is unable to get in touch with the student the homestay contacts the STAR Exeter Emergency Duty Officer - 07828 145328.
3. **If the STAR Exeter Duty Officer:** is not able to locate the student, STAR Exeter will notify the parents/guardian of the student and the police.

3.3. Adult Students (18 and Older)

For adult students aged 18 and older, the following procedures will apply when they have been absent for two consecutive days without prior notice:

1. **Two-Day Absence:** After a student aged 18 or older has been absent for two consecutive days without communication, school staff will initiate the following steps:
2. **Contact the Student:** Attempt to contact the student through all available communication channels, including phone calls, emails, and instant messaging apps.
3. **Contact the Homestay:** If the student is residing with a homestay family, contact the homestay family to inquire about the student's whereabouts and well-being.
4. **Contact the Emergency Contact:** If the student cannot be reached, contact the emergency contact provided by the student.

Missing Persons Policy

4. Documentation and Record-Keeping

- All attempts to contact the missing student and the responses received will be documented.
- A record of all missing person incidents will be maintained, including details of communication attempts, outcomes, and resolutions.

5. Reporting to Authorities

If there is reason to believe that the missing student's safety and well-being may be at risk, the school will report the incident to the appropriate local authorities, such as the police or child protective services, as required by law.

6. Review and Updates

This Missing Persons Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations.

7. Contact Information

Emergency contact information for minor and adult students will be collected and kept up-to-date to facilitate timely communication.