

Missing student Policy

1.1 This policy is to be used in conjunction with Amber education's Child Protection and Safe Guarding policy. This policy covers those students who go missing during the school day, whether in school, on an educational activity or during their stay with the host family. Amber works closely with Boarding secondary school children, age ranging from 11 to 17 years old. The safety of students is Amber education's highest priority; a missing student is an extremely rare occurrence. This policy is designed to locate a missing student as swiftly and effectively as possible.

1.2 Aims:

1.2.1 · To locate any missing student quickly

1.2.2 · To ensure that all students are kept safely in school premises in school hours with the exceptions cited above

1.2.3 · To ensure that schools update Amber education, informing Amber education of any student who leaves the schools premises during school day.

1.2.4 · To ensure that any Amber education partnership schools have all been safety checked and secure during school terms

1.2.5 · To ensure that amber education guardianship coordinator keep a close relationship between the school, student and parents. To make sure the student is under appropriate and proper supervision always

1.2.6 · To ensure that if a student goes missing during the school day that they are located quickly and returned safely to school or the appropriate venue

1.3 Some student may choose to disengage with their studies. In these cases, the school will inform Amber Education of the withdrawal and the procedure of any remaining refunds will be given back to the student. However, if a student absence is unexpected or the student has not been seen for two days and you think they may be missing, then follow this protocol:

1.4 All missing student concerns must be taken seriously. At the same time, you need to be careful that you do not breach student confidentiality, as stated in Amber data Protection policy.

Discussing student with family and friends:

1.5.1 Staff are unable to give out any information about a student to this party without the student prior and express consent, except in exceptional circumstances. This includes parents, spouses, siblings, friends, and fellow students.

1.5.2 We have a duty under data protection legalisation and Amber education guidelines policy to protect student's privacy. All universities and secondaries schools follow similar guidelines and are bound by the same legal restrictions.

1.5.3 In certain exceptional circumstances we may, in agreement with the student, communicate with this party, if the parents and schools deem it fair and in the interest of those concerned.

In an emergency:

1.6.1 Amber education guardianship professionals will contact the emergency contact (without the student's permission) if it is deemed appropriate. This will normally be if, for example, medical personnel advise that is required.

1.6.2 If any schools or universities have any concerns about the student's wellbeing, they can contact the two-guardian coordinators at Amber education UK office.

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The concerns will be followed up through by our guardian coordinators as soon as possible.

1.6.3 If the academic department has been unable to contact a student, they can leave a message with a student's home address, or through the assigned guardian coordinator. This may prompt questions from the students' family. It is important that responses do not breach student confidentiality.

1.6.4 Any unplanned absence that is concerning, more than 2 days should be immediately investigated by contacting the student's academic department and their College or private accommodation. The investigation will begin from the day of disappearance. As far as possible, avoid causing undue alarm. Investigations may include:

1.6.4.1 emailing, telephoning and writing to the student

1.6.4.2 contacting their friends, housemates and fellow students

1.6.4.3 reviewing their social media activity.

Supporting the found student:

1.7.1 Once the student is found and confirmed safe and well, their Head of Department, Head of College and Supervisor should be informed.

1.7.2 The guardian coordinator should meet with the student and go over the school's attendance requirements. The school will inform amber education office guardianship of the student how to inform the department of any planned absences more than 2 days.

1.7.3 The department should also offer support to address any underlying difficulties and refer the student to additional University support services if appropriate.