

**Policy Name: ICE Missing Student Policy & Procedures**

***Policy Statement:***

The Irish College of English recognises our duty of care to ensure that students under the age of 18 years are accounted for during our supervised times. Where students are unaccounted for or missing without reason, we will take all reasonable measure to locate the child. Should we not have located the child within a certain timeframe, we will notify the students parents and emergency services and cooperate with them to ensure the student is found.

**Person Responsible – Susan Mc Elhinney & Centre Managers**

At ICE we define a missing student as student who has not been accounted for on one of our attendance checks or someone who is reported to us as lost or missing. Students are not always supervised and have free unsupervised time as indicated in their programme and student handbook.