

# Guidance for supervisors on escalation and reporting procedures for students suspected missing on fieldwork

1

Check student's risk assessment communication plan

Use judgement following first missed contact and take action proportionate to the risk. Depending on the risk, you may wish to proceed with more urgency.

2

Contact student through primary communication channel

Contact student through the usual communication channel as agreed. Before escalation, try to determine whether the student has simply forgotten to check in.



*Depending on the context of the fieldwork undertaken and urgency of the situation, the following steps may need to occur concurrently and collaboratively*

3

Attempt to contact the student through alternative methods

You can also check social media accounts to gauge recent activity. Use judgement to determine urgency of action.

4

Make contact with named in-country contacts

At this point, inform your Head of Administration and Departmental Safety Officer if different.

5

Consult with your Head of Department and other relevant members of staff

Liaise with student's college. Check if student has made contact with Student Welfare & Support Services (SWSS).



6

Collective decision to escalate to urgent level

Inform some or all of the following: Division (Divisional Secretary and Safety Office), embassy, Director of SWSS, and Registrar. Decision needed on who most appropriate to contact next-of-kin.

## KEY POINTS

Check existing communication plans and itinerary before proceeding in case the student had noted they may miss a contact due to changing location for example.

Consult with other members of staff for advice and support. Deciding when and how to escalate, especially to next-of-kin, should be a collective decision.