

## **MISSING STUDENTS PROCEDURES**

Missing

## Missing Students Procedures



a member of staff;  
another student;

from someone outside of the University

Where concerns are raised by a person other than a member of staff, the recipient

## Missing Students Procedures



- < Phone -e
- < Text message or WhatsApp

If a response to PL2a email has not been received within 48 hours\* and the concern wellbeing remains, the Programme and Student Lead should (escalate the matter to the Head of Student Support Services and Campus Dean under Stage 2 of these procedures

Note; Students sponsored by the University on a Tier 4 or Student Route visa are expected to fully comply with the Attendance Policy for Visa-sponsored Students.

have ten or more consec

## Missing Students Procedures



The following may be contacted discreetly and without disclosing the reason for making the request for contact information about the missing person, to see if they can provide any useful information:

particularly if the missing person is a member of any clubs or societies or they are a student representative;

Where the missing student has previously accessed student support or wellbeing services, their GP or other external practitioner where this information is held by the relevant service

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*Note: where contact has already been attempted by the Programme and Student Lead in accordance with the Attendance Monitoring Procedures, the Head of Student Support Services will consider whether to make immediate contact with next of kin and/or the police dependent on the level of risk identified. In these cases, the student will already have received notification from the Programme and Student Lead that this action may be taken.*

### **Escalation**

If the missing person does not make contact within 48 hours\*, the Head of Student Support Services may attempt to make contact with the next of kin where known. If this does not result in the wellbeing of the student being satisfactorily confirmed and , they should be reported to the police immediately.

The Head of Student Support Services should ensure that they have sufficient information before contacting the police. This includes (but is not limited to) the following information about the missing person:

Full name

Date of birth

Current address

Contact numbers

Next of kin contact details

Home address (where applicable)

Reason the student is believed to be missing

Contact details for the person who made the report

Details of when the student was last seen (including date, time, location, who they were last with)

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Following a missing person incident, the Head of Student Support Services will complete a report to highlight lessons learned and inform the development of this

## Version history:

Version	Amended by	Revision summary	Date
V1.0	Head of Student Support Services	Initial Draft	16/03/2017
V1.1	Director of Operational Services		



**APPENDIX  
Missing Student Action Sheet**

(and preferred name, if different)		SRN	
Course		Year	
Date of Birth/Age		Disability/SpLD? If yes, give details	
Visa status (non-EEA)			
Address (term time) (inc telephone contact details)			
Address (home) (inc telephone contact details)			
Where and when last seen and by whom			
When last seen, were they with anyone? If so, name and contact details			
Is their absence typical or unusual (give details)?			

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Have they missed any assessments/submitted concessions within the last 2 weeks (give details)?	
When last seen, what was their state of mind and is there any reason to consider them vulnerable?	
Name and contact details of person who reported the missing student	
Action taken	