



# Missing Student Policy & Procedure

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Key Staff	Principal, Rector, Heads of House, DSL, Deputy Head of Welfare
Lead Staff for Review	Principal/Rector

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## Aim

CATS College Cambridge and CSVPA, from here on known as 'the Colleges' are committed to providing a caring, friendly and safe environment for all of our students so the students can learn in a relaxed and secure atmosphere. As such, it is the policy of the Colleges to actively investigate, and provide effective support and interventions, to students who are reported as 'missing' or who have taken leave without appropriate permissions.

Additionally, we will work to reduce the incidence of students going missing and the risks associated with young people who go missing.

This policy is consistent with the legal duty to safeguard and promote the welfare of students as described in section 175 of the Education Act 2002, Keeping Children Safe in Education September 2023, Working Together to Safeguard Children 2019 (e)-7.(f)9.8 (e)-85 (r)-1( a)-5.6 (n)10.6 (d)-7

## Responsibility

Ultimate responsibility for this policy and procedure lies with the Principal/Rector. The College has a legal responsibility for the health, safety and welfare of its students, staff and visitors and aims to provide a healthy and safe environment that promotes the welfare of all.

All staff and students have a legal responsibility to take reasonable care for their own safety and for that of others.

All members of staff including volunteers but specifically those in the Boarding Team, the Welfare Team, Programme Directors at CATS Cambridge and Course Leaders at CSVPA must be aware of the policy, procedures, and sanctions applicable to incidences of missing students or students who take leave without permission and apply them accordingly.

The procedures in this policy may be adapted as necessary. The Principal has a wide discretion in relation to the procedures in this policy.

## Thresholds

There are th

## OVER 18'S

For the purposes of this policy an over 18 student is defined as missing when they have been absent for more than 48 hours without proper authorisation or notification and where all other avenues of information gathering about their location and well-being have been exhausted. Students living in Independent Accommodation are defined as missing if they have been absent from College for 2 consecutive days and there has been no response to calls and emails.

Staff will review contextual factors and should not wait for 48 hours to start mitigating actions if there are concerns.

These students are adults, and have the right to be treated as such. Students who are over 18 have the right to privacy. Their parents, guardians, next of kin, members of staff or fellow students do not have an automatic right to know their whereabouts. Indeed, to reveal an over 18 student's whereabouts to any of these parties, without the permission of the student concerned, may well be a breach of the EU General Data Protection Regulation (GDPR) that came into effect in the UK on 25 May 2018.

It is important to remember that some students do not wish to have contact with their immediate family for personal reasons; as adults, this position must be respected. It is a serious matter to disclose personal details of a student to a third party, even if it is an over 18 student's next of kin. Personal details should only be disclosed with the permission of the Principal/Rector or Vice Principal/Provost. It is important to remember that any person who decides to breach confidentiality must be able to justify their action in terms of the prevention of serious harm, or a genuine and reasonable belief that serious harm to the student might be prevented by such disclosure.

Attendance staff will monitor daily absence reports. Any student who has had unauthorised null attendance for two consecutive days, will have a Shackleton Student Welfare note raised and the Designated Safeguarding Leader (DSL), Deputy DSL, the Vice

However, staff should not wait to start mitigating actions if there are concerns raised about the student, by staff, other students, friends or family. The contextual factors above should be considered in all cases and a decision made on the best course of action for the individual student.

Any 17-year-old studying on a BA course will fall into the Under 18 category below until their 18<sup>th</sup> birthday.

### UNDER 18'S

For the purposes of this policy an under 18 student is defined as missing where they fail to return back to the Boarding House at curfew time, or if living in Independent Accommodation are absent from College for 2 consecutive days with no reply received from their parent/guardian stating that they are aware of their whereabouts.



and/or inform the police. The on -call Designated Senior Leader will also determine who is to make contact.

The member of staff designated as leading the response should maintain all notes, records, and recordings of telephone conversations.

### Reporting a student missing to the Police

When reporting a student missing the police will ask questions. The questions may be as follows so please ensure you have these details at hand when speaking to the police.

All personal details known to you, including their full name, date of birth, address.

Any details relating to the disappearance; when you or others last had contact with the



