

RVC Missing Student Policy & Procedure

Purpose

The College accepts its responsibility to have due regard to the need to ensure the health, safety and welfare of students. It aims to provide a safe, secure and supportive environment in which students can study and sometimes reside. This support includes taking necessary actions, where appropriate, to address any cause for concern regarding the absence of individuals.

The purpose of this policy is to:

- Define how the College ascertains whether a student is missing and if so, what action should be taken.
- Set out administrative responsibilities in the event of a missing student;
- Ensure that the response to such an event is appropriate, timely and effective;
- Ensure that the College communicates effectively with the family and all public authorities involved in the incident
- Ensure that the College acts in a supportive way to all involved.

Definitions

The College will use the definition of 'missing person' as proposed by the Association of Chief Police Officers of the United Kingdom. This is to ensure that decisions around 'missing' are soundly based around risk and the rationale for those decisions are suitably

Policy

The College is committed to responding to the reports of an absent or missing student in a dutiful and respectful manner. The College will be guided by the following principles when responding to such incidents:

There may be times when a family member contacts the College because they are concerned they have not heard from their relative. In most cases all that is required is for the student to be contacted and told of their relative's concern with the suggestion that they make contact with them. You should not disclose any information about the student to the relative on confidentiality grounds. However if the student cannot be contacted an initial investigation as above should be carried out and, depending on the outcome, escalation to the Director of Learning and Wellbeing outlined in 1.2 may be appropriate.

1.2 Escalati