



Residential Accommodation Missing Person Policy

- 1.0 Where a student/guest is reported as missing (by fellow students/parents, concerned relatives or other members of University staff) the Hall Manager or Senior Member should check the room to ensure that the student/guest has not been taken ill inside the room. If the person is unwell, an ambulance should be contacted immediately and then reported to the Warden. In extreme circumstances i.e. where there is a significant history of self harm or mental health issues the Warden and the Deputy/Head of Residential Accommodation should be contacted immediately in or outside of working hours.
- 2.0 The Senior Member/Hall Manager should not try to search the room for any personal details as to the students' whereabouts, nor should they contact parents.
- 3.0 The Warden will lead the investigation as to the student's habits and behaviour; liaising with friends/parents/College /Security/the police as considered appropriate. The investigation will commence within 24 hours of the missing person report being received.
- 4.0 If a reported missing student is under the age of 18, the Hall Manager or Warden or Deputy/Head of Residential Accommodation will attempt to contact the parent or legal guardian of the student.