Is the student missing?
A student may reasonably be considered to be potentially missing when their whereabouts is not known and unexplainable for a period of time that is regarded as unusual in consideration of the student’s normal behaviour patterns, plans and routines.

To the Security Office who nominates a Co-ordinating officer.

Co-ordinating Officer conducts discreet investigation potentially involving:
- University held data
- School/department
- Accommodation
- Clubs/societies
- University Services

Co-ordinating Officer develops a risk profile on the basis of the investigation
- Age/Nationality/last seen/health
- Recent history
- Known life problems

On the basis of the risk profile, the Co-ordinating Officer proposes a course of action in consultation with relevant others:
- Doing nothing
- Contacting the Next of Kin
- Contacting the police

Outcome

Co-ordinating officer produces end of incident (lessons learned) report, so policy can be improved & developed.

Missing Persons Flow Chart