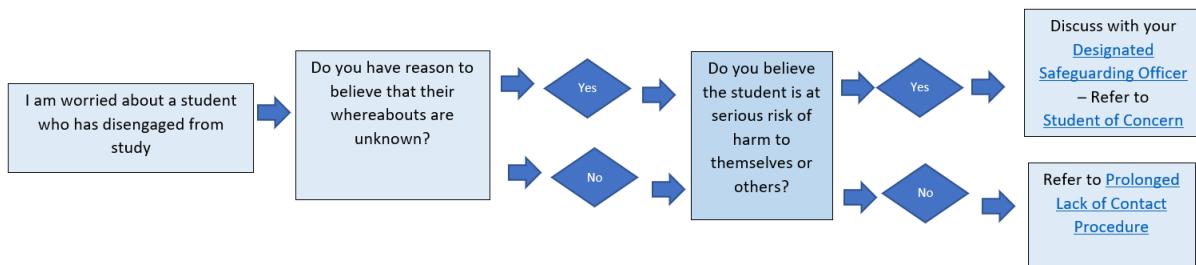


# King's College London

## Missing Person Procedure

### 1. Purpose and Scope

- 1.1 The purpose of this document is to set out a procedure to ensure that King's College London has an effective, compassionate and timely response to any student reported or suspected of being missing.
- 1.2 This procedure is distinct from the [Prolonged Lack of Contact Procedure](#) in that it addresses circumstances where there are significant concerns around risk of harm posed to a student and where it is believed that their whereabouts are unknown.
- 1.3 It sets out a process and framework for managing the rare occasions, where a student is formally reported as missing, and the subsequent internal and external liaison that can be required as part of that process.
- 1.4 **Please note that, if you believe someone is at imminent risk of harm then it is recommended that you contact [Emergency Services](#), it is NOT necessary to wait 24 hours before contacting your local Police, further guidance is available at [Report or Find a Missing Person GOV UK](#).**
- 1.5 Definition of a “Missing Person” by the Association of Chief Police Officers (ACPO): ‘Anyone whose whereabouts is unknown, whatever the circumstances of the disappearance, will be considered missing until located and their well-being or otherwise established.’
- 1.6 When considering if a student meets the criteria of missing, as opposed to Prolonged Lack of Contact, then reflect on the following:
  - Has it not been possible to establish a student’s whereabouts?
  - If the student is an International Student, do you believe they are currently residing in the UK?  
**(Please note, it is very difficult to safeguard International Students in their country of origin, but the university will take all reasonable steps to do so)**
  - Are there concerning circumstances to suggest the student may be a subject of crime or risk of harm to themselves or another



## **2. Objectives of the process**

- The preservation of life and wellbeing
- To identify clear lines of responsibility if, a student is suspected to be or reported as missing
- To explain how to efficiently address the report of a student suspected as being missing and to identify the most appropriate course of action
- To minimise any distress to the student's family, dependants, friends and the university community
- To ensure efficient liaison with the police service and other institutions where appropriate
- To detail how to capture, record and update accurate information

## **3. Deeming a student as “missing”**

3.1 All staff and students should be encouraged to report as missing, any King's College London student or colleague, whose whereabouts are unknown and for whom they hold concerns for their health, wellbeing, or safety.

3.2 Persons a student could be reported missing to:

- The Designated Safeguarding Lead should always be alerted as to concerns around a missing student, they will in turn cascade relevant information through to faculty.
- A list of Safeguarding Leads can be found [here](#).
- **All formal concerns around a missing student should be referred to the Student of Concern Management Team via the [Student of Concern Procedure](#) (SOC will inform the SOC Management Group of all developments).**
- A member of the [Residences Welfare Team](#) (if the student is in halls).
- A member of the university [security team](#)

## **4. Ownership**

4.1 A single point of contact, usually the Designated Safeguarding Officer or someone nominated by the Student of Concern team, will coordinate initial actions. This will ensure all information captured is collated in one place and will support an efficient and effective handover to the Police Service if required. This will also help to inform future responses to any similar events involving the same person.

## **5. Initial actions**

5.1 The list of information required and directed actions set out below are for guidance, they are in no way prescriptive, every investigation may require differing actions and tactics.

5.2 The Designated Safeguarding Officer and Faculty Senior Tutor are to be made aware of potential missing persons in every case. A list of Safeguarding Leads can be found [here](#).

5.3 The DSO will co-ordinate collection of the following information about the missing person:

- When and where were they last seen?
- Who were they last seen with?
- What is the particular concern for their safety?
- What is known about their state of mind, health and wellbeing?
- What, if any actions have been undertaken by anyone else to trace them?
- Are their family or next of kin aware? (All liaison with Emergency Contact/Next of Kin, should be co-ordinated by SOC Team)

5.4 The DSO will co-ordinate the collection of all personal information

- Full name
- Student ID
- Course enrolled on and current status
- Any known social media contact points

5.5 The DSO will make a referral to [Student of Concern](#)

**6. Actions to be taken by Student of Concern Team**

- Make further attempts to contact student
- Request IT checks
- Request Security to check activity on the students ID card
- Where a student resides in halls of residence, SOC will liaise with residences to gather further information on student whereabouts and consideration will be given to entering their room. This decision will be made in conjunction with SOC and should be undertaken by Residences Team, accompanied by a member of Security staff. Please be aware that if the person is reported as missing to the Police, they may also search the room.
- SOC will co-ordinate discussion with academic leads, Faculty Senior Tutors, Post Graduate Tutors or Heads of Department to gather information relevant to the concerns around the missing person
- Liaise with other support services to obtain information regarding the student's physical and/or mental health, other possible welfare concerns e.g., Counselling and Mental Health Team, Disability Team.
- SOC will assess whether this behaviour/conduct is out of the ordinary, i.e. have they gone missing previously.

**7. Consideration for contacting Emergency Contact**

7.1 The SOC Team will collaborate with other relevant teams to agree on contact with Emergency Contacts. Any contact with an Emergency Contact will be done so with reference to "Contacting a Student's Emergency Contact Procedure".

**8. Report the student missing to the Police**

8.1 The SOC Team will liaise with relevant teams to agree on whether a student should be reported missing, and the designated member of staff will make the report. Please be advised that, although a Missing Person Report will be made, the Police are likely to conduct welfare checks before escalating the report to status of "Missing Person".

8.2 If the potential risk of harm to the student has been identified as low then the 101 non-emergency number should be called to report the student missing. It is recommended that the "Emergency Student Referral to the Police" form is completed prior to making the report (see appendix).

8.3 If the potential risk of harm to the student has been identified as high, the Police should be contacted using the emergency number 999.

8.4 When concerns are raised out of hours, the Security team can be contacted for advice prior to taking any reporting action.

8.5 If it is confirmed that the police are formally investigating a missing person report then the SOC Team will instigate the formation of an Incident Management Group (IMG)

The IMG will be comprised of representatives from:

- Communications Team
- Faculty (including Faculty DSO)
- Lead Safeguarding Officer for Enrolled Students
- SOC Management Group
- Senior Tutor

8.6 All actions taken, and information obtained should be chronologically recorded with dates and times.

Details of where the information was obtained and contact numbers should also be recorded. This information will be stored electronically by the Student of Concern team.

## **9. If the student is found**

9.1 The IMG will reconvene to reflect on the outcome of the search and to consider appropriate next steps.

9.2 The IMG will agree a date to archive the public communications relating to the missing student

9.2 Where it is considered appropriate to do so, the student should be offered a de-briefing with a member of the department.

9.3 Should the student return to studies then faculty should consider inviting the student to a Stage 2 [Support for Study](#) meeting. This meeting will guide the university on how best to support the student in their resumption of studies.

## **10. If the student is not found**

10.1 In the rare cases where a student is not found, the IMG will reconvene to consider the following:

- Deciding on when it will be most appropriate to amend the student's registration e.g., changing to dormant/interrupted/withdrawn (in some cases, this may be determined by the nature and structure of the course itself)
- Student's place on course
- Possible financial implications e.g., residences fees
- VISA implications
- Liaison with Emergency Contact / Next of Kin

## **11. Death of a student**

11.1 In the unfortunate circumstances where a student has died then the [Death of a Current Student Procedure](#) will be implemented

**Appendix: Emergency student referrals to the police**

1. Name of Student	
2. King's ID number	
3. Nature of concern	
4. Date of <a href="#">Student of Concern referral</a>	
5. Name and contact details of staff member completing this form	
6. Date of completing this form	
7. Email address of staff member completing form	
8. Why do you think an emergency referral to the police is required? (Concerns may include immediate risk to the individual concerned, or to others, necessitating urgent intervention and/or a welfare check)	
9. Do you have the individual's consent to this referral?	
10. Have you spoken to senior colleagues about this referral? (This would include Deputy Chief Safeguarding Officer, Lead Safeguarding Officer Enrolled Students, Head of Security, Designated Safeguarding Officer Residences-related issues; <a href="#">Safeguarding Roles &amp; Responsibilities</a> )	
11. Information required (tick all that apply):	
- Student's term time address	
- Student's phone number	
- Student's emergency contact information (name and phone number of, for example, their next of kin)	
12. Name and date of review (by one of the staff mentioned at (10))	