

- 1.1 The University of Plymouth (herein after referred to as "The University") monitors the attendance of its students and where appropriate, will report absence to the appropriate authorities.
- 1.2 The University requires that students organise their personal arrangements to enable the level of attendance and engagement required by their programme of study.
- 1.3 Students are required to attend all teaching-related activities necessary for their studies in addition to undertaking all assessments and attend meetings and other activities required by their School and/or The University.
- 1.4 Students may have to demonstrate suitable attendance and engagement to The University in order to satisfy the conditions of their student visa and/or before receiving any accreditation or professional qualification/registration associated with their programme of study.
- 1.5 Faculties and Schools hold the responsibility of ensuring that students are aware of their attendance requirements (normally through programme handbooks).
- 1.6 Schools may have a number of means for recording attendance, but the intention and purpose of this policy is to ensure that students are engaging in an appropriate manner and to provide a mechanism for managing non-engagement.
- 1.7 In cases where non



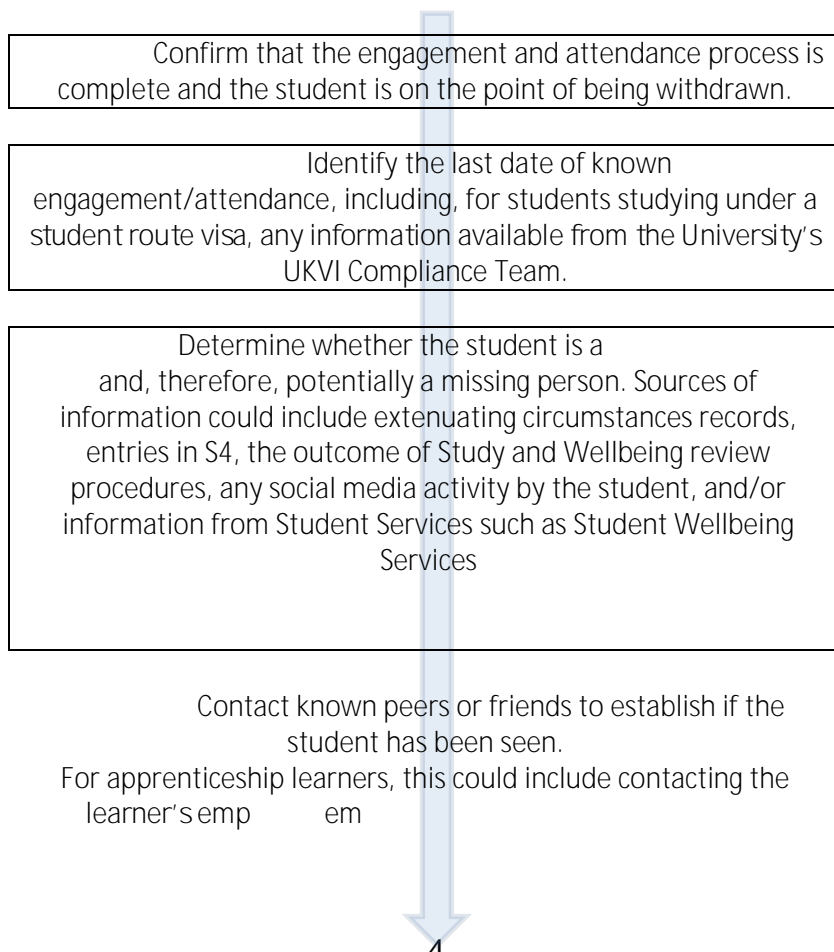
an interview with the student, to determine the reason for non-

A missing person is defined as someone whose whereabouts is unknown and cannot be established. Where a student has not been regularly attending timetabled sessions or otherwise engaging with their studies, they may be a cause for concern as a potential missing person. On the other hand, students may simply elect not to engage with the studies or the wider University.

This protocol outlines the steps to take to identify a student as a missing person who we have a cause for concern about (distinguishing between students who have chosen not to engage but are safe and well, and those for whom we may have a welfare concern). This includes, specifically, the points at which we will normally contact next-of-kin and/or inform the Police to report the student as missing, and who should undertake these actions. It applies to all students at the University, including postgraduate research students and apprentices.

This protocol starts when a Faculty, Central Apprenticeship Hub or the Doctoral College's engagement and attendance process is complete, with no response from the student, so the next step would be that the student is withdrawn from their studies. Should a welfare concern arise at any time during the local engagement and attendance process, appropriate action should be taken to safeguard the student in accordance with our duty of care. This could include contacting Student Services or Safeguarding (see point 2.3 below for contact details).

The Faculty, Central Apprenticeship Hub, Doctoral College or anyone with a concern about a student's whereabouts and welfare should:



Is the student a cause for concern?

Yes (i.e. the student's safety and welfare cannot be confirmed)

Email the student's identity, the reasons for concern and steps taken to contact the student so far to the named account of the Head of Student Services, or you may email [safeguarding@plymouth.ac.uk](mailto:safeguarding@plymouth.ac.uk)

No (i.e. the student's safety and welfare has been confirmed)

Continue to withdraw student

Following a referral through this protocol, the Head of Student Services or their nominee will consider the case and determine what further actions are appropriate. These actions may include:

- x If the student is in University-managed accommodation, seeking information such as recent contact with the Hall Volunteer or use of key fobs if used. They may ask the Hall Officer to seek out the student or ask Security to attend and enter the room
- x For all students, examine whether students have accessed Student Services and the outcomes of such interaction

After the above checks, the following options could be considered:

- x If not already, Student Services may ask the Faculty or Doctoral College to send a follow up text (o)9aTf1 TJeyor Doctoral Co0 02.98 4re(s orwi)10(th ri 1 234.b(Fo)-2(II)0 0 1 102.98 m(ey)5( 1 425.38 (If n)(o),