

## **MISSING OR UNCOLLECTED STUDENTS POLICY**

### **Introduction**

Yorkshire Ballet Seminars holds responsibility for the safety and well-being of its students while on the course. Staff must make every reasonable effort to locate missing students and inform relevant parties, including the police if necessary. Appropriate steps must be taken to ensure the safety of students who have not been collected by their parents or guardians at the agreed-upon time.

### **MISSING STUDENTS**

#### **Definition**

For the purposes of this policy, a student is considered missing if they are absent from the campus (including Boarding Houses) without prior authorisation or explanation.

#### **When a Student is Identified as Missing:**

A student may be considered missing under the following circumstances:

- They fail to attend a registration and there has been no notification of absence from their parent/guardian or house staff.
- They fail to attend a scheduled class or activity.
- They are reported absent by another student.

#### **Procedure for School Staff to Follow:**

1. If a student is found to be missing, the staff member discovering the absence should notify the Pastoral Lead and Course Coordinator, who will:
  - a. Check registers, ballet timetables and any published medical appointments to confirm if there is an approved absence.
  - b. Call home immediately (if it is a day student) to determine if the student is at home or delayed.
  - c. Call the house staff (if it is a boarder) to see if the student is still in House or if there are any reasons for their absence.
2. If the student is still missing after these checks the Pastoral Lead or Course Coordinator will:
  - a. Contact the student using their mobile phone number.
  - b. Speak to other students for any information regarding the student's absence and, if needed, ask them to also call the missing student.
  - c. Organise a search of the site and boarding houses.
  - d. Advise all staff (via message) to notify them immediately if the student returns.

3. If these steps do not locate the student:
  - a. The Pastoral Lead or Artistic Director will contact the parents to inform them of the situation.
  - b. The police will be informed at the discretion of the Artistic Director.
4. If the student is located or the situation is resolved:
  - a. Parents and relevant staff will be notified that the student has been found.
  - b. If the police were involved, they will also be informed of the student's location.
  - c. The House staff will record the incident on the Missing Student Record Form, and a copy will be filed in the YBS cloud.

## **UNCOLLECTED STUDENTS**

This procedure should be followed when a student has not been collected by their parents or guardians.

If a student is not collected by the arranged or expected time, the following steps should be observed:

- Staff should contact the parents and/or guardians to ascertain the reason for the non-collection.
- A staff member should supervise the student until they are collected.
- If practical, refreshments or meals should be offered to the student.
- If necessary and safe, arrangements should be made to transport the student to their destination through taxi companies, chaperones, or other external agencies by the duty staff.

Please note, unless otherwise specified, School staff remain on duty until all "hand-over" arrangements are satisfactorily completed. If the collection occurs at the end of a course week, the Pastoral Lead will remain with the student until they are collected.

If communication with parents or guardians continues to fail, the duty staff should inform the Artistic Director.

In cases where the student remains uncollected or cannot safely be transported to their destination, further arrangements will be made as necessary following consultation with all relevant parties.

**Approved by the Board of Trustees, 26 January 2026**

**Date of next review, January 2027**