

Missing Student Guidance

In the majority of instances, a student will have purposefully decided not to attend and have followed the appropriate procedures. Very occasionally, however, non-attendance may be due to unexpected circumstances, including sudden illness, injury or other critical situations. This guidance sets out the recommended process should a student not have communicated their absence and is uncontactable.

The term 'missing student' in this guidance refers to a student who is absent from lectures, seminars, tutorials, laboratories or any other course-related activity, without prior notice.

The academic department will usually, in the first instance, notice if a student is not in attendance. All schools have their own procedures for following up on non-attendance, and these will be followed. Where, after the local procedures have been undertaken there is significant cause for concern, the case should be reported to the [Secretariat](#), who will undertake the appropriate action.

University of Leeds staff should always follow the [student crisis](#) escalation procedure and would not normally contact the police directly. If a concern is expressed directly to University of Leeds staff by a third party, including a family member, it may be suggested that they [report the student as a missing person](#) directly to the Police Service. University staff must not divulge any information about a student to a third party, including family members, in accordance with the University of Leeds Data Protection – Code of Practice.

Security Services

Security Services operates 24 hours a day, every day of the year, to offer crime prevention, patrol the campus, investigate crimes and respond to alarms and emergencies.

Security Services are based in the Security Control Room, near the University main entrance barrier on Woodhouse Lane.

Tel: (0113) 343 5494/5 (non-emergencies)
(0113) 343 2222 (emergencies only)

Email: security@leeds.ac.uk

Police Higher Education Liaison Officer

The University of Leeds works with West Yorkshire Police to provide a Police Higher Education Liaison Officer (PHELO) offering help, advice and support to students and staff on campus.

PC Becky Hurrell is the University of Leeds Police Higher Education Liaison Officer, and works with the University's Security Services on campus.

Police Higher Education Liaison Officer contact details:

Tel: 07590359138 (8am-4pm Mon – Fri)
Email: r.hurrell@leeds.ac.uk
Twitter: [@WYP_PCHurrell](#)