

Missing or Uncollected Student Policy **March 2019**

Missing or Uncollected Student Policy

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Introduction

National Youth Ballet has a responsibility for the welfare and safety of its student members. Members of staff/volunteers should make every reasonable effort to locate missing students and to inform relevant parties, including if necessary the Police; and to make appropriate arrangements for the safety and welfare of any students not collected by parents or guardians at an agreed, expected or required time.

Missing Students Definition

For the purpose of this policy, a student is deemed to be missing if they are absent from artistic classes or from the residential areas without authorisation or explanation.

Procedure to be followed by National Youth Ballet Staff

Any member of staff discovering that a student member is missing should notify the Head of Pastoral Care who will:

- Check the artistic timetables or any approved absence with the student's residential House Parent. Contact the student using their mobile phone number. Speak to other students to shed light on the absence and, if needed, ask them also to call the missing student.
- Call the home of the missing student immediately.
- If the student is still found to be missing Head of Pastoral Care should then inform the Artistic Director and possibly the Police if concerns are high.
- Organise a search of the site and the boarding houses.
- Advise all staff/volunteers immediately to inform the Head of Pastoral Care if the student is located.
- If the student is found, or the incident is otherwise resolved, parents and all staff aware of the absence should be informed that the student has been located by the Head of Pastoral Care or senior staff as appropriate.
- The Police will be informed if they were involved in the matter.
- The Head of Pastoral Care will record the incident.

Uncollected Students

This procedure is to be followed in the event of students not being collected by parents or guardians at the allocated departure times. The following procedure should be observed:

- The Head of Pastoral Care should contact the parents and/or guardians to ascertain the reason for non-collection. Contact details are on file.
- Members of staff/volunteers should oversee the student until they are collected. A student can only be left alone with one adult if they are a licensed chaperone. If no chaperone is present, then two adults will need to stay with the student.
- If appropriate and practical to do so, refreshments and/or meals should be offered to the student.
- If necessary, safe and possible, arrangements to convey the student to their destination should be made after the parent/guardian has emailed the National Youth Ballet office with their agreement and travel instructions, ie. for their child to travel alone in a taxi or on public transport; with designated chaperones or other outside agencies; or any other specified arrangement.
- National Youth Ballet staff/volunteers are to remain 'on duty' until the satisfactory completion of all agreed 'hand-over' arrangements. Or members of staff/volunteers will remain with the student until they have been collected by a parent/guardian.
- If the student remains uncollected or cannot safely be conveyed to their destination,

further arrangements will be put in place as necessary following consultation between all relevant parties.

This policy was written in March 2019.

Adopted by and on behalf of National Youth Ballet.

Review date March 2020.