



**Northumbria
University**
NEWCASTLE

NORTHUMBRIA UNIVERSITY NEWCASTLE MISSING STUDENT POLICY FOR THE RECEIPT OF U.S. FINANCIAL AID

Due to Data Protection Laws, Northumbria University does not have a specific missing student notification policy. Instead, what we have is a very robust emergency protocol system which includes:

- A 24 hour security policy
- Major incident policy
- Duty of care policy

In the case of all suspicious incidents, including that of a missing student, Northumbria University Newcastle staff and students are encouraged to report such incidents to the Police by telephoning 999 or if on campus, to our 24-hour Security team on 0191 227 3999 (0191 227 3200 in an emergency).

Reporting an Incident

When reporting an incident you must use the right number. The Security Services at Northumbria are available at all times.

Security Services at Northumbria 0191 227 3999 (3200 for emergencies)

Emergencies: Police, Ambulance or Fire Service 999

[Non Emergency incident reporting to Northumbria Police](#) 03456 043 043

[Arch - report a hate crime](#) 0800 032 3288

To prevent suspicion that a student could be missing, Students are required to notify the University if they intend to be away from their room for more than two weeks during their contract period; this is to ensure that University staff are alerted to undertake essential safety checks in your absence. Notification of absence can be made via reception The University will require entry to the room once every fortnight in order to carry out these checks and will assume that the required notice of entry has been understood by the student when the notification of absence is made.

More information is available here:

<https://www.northumbria.ac.uk/static/worddocuments/ssdocs/dutyofcaredef.docx>