

Scenario 1

Weekdays and Out of Hours
 A student telephones the area to report their absence



1. Students should report their absence to the nurse/practitioner in charge.
2. Nurse in charge logs students' absence.
3. Student informs personal tutor and academic assessor of absence.
4. Student records absence in their timesheet.

Scenario 2

Weekdays – Monday to Friday
 9am-5pm
 A student does not report their absence



A range of steps may be taken depending on the setting, circumstances and organisation. The following steps are offered as guidance for practice staff.

- a) contact the student directly (please note: students should be invited to share a contact telephone number with their placement area, this may include next of kin information)

If unable to establish contact via Step a) the placement area should move to the following steps as appropriate.

- b) **NHS Trust-** Inform the PPF team- the PPF team may contact the student on behalf of the area and will inform the university **personal tutor and programme lead via an email.**
- c) **Other organisation** -email the university personal tutor and programme lead.

Please note: if details of the personal tutor and/or programme lead are unclear, please email practiceplacements@northumbria.ac.uk

If you feel the situation warrants escalation further, please contact the **Faculty Director of Practice Placements**, James Wade, email: james.wade@northumbria.ac.uk

Or Deputy Head of Department, Sasha Ban email: sasha.ban@northumbria.ac.uk

Scenario 3

Out of Hours (weekdays and weekends, bank holidays)
 A student does not report their absence



Please contact Northumbria University **campus security which has a 24-hr service**. The University of Northumbria Security Service, part of Campus Services, aims to work with students, staff, and visitors to provide a safe and secure residential and working environment.

Contact Campus Security:

- **Emergency Number: 3200 (0191 227 3200)**
 Please note, this number is for emergency use only
- **General Enquiries: 3999 (0191 227 3999)**
- **Email: CRSecurityTeams2@northumbria.ac.uk**

In addition, please inform the students personal tutor, programme lead and the Faculty Director of Practice placement, James Wade, via email.

University Staff- please remember to feedback to practice teams once a student has been contacted.

Consider signposting/referring to university support and well-being services as appropriate-[Support for Students](#)