

Missing Student Risk Assessment

Missing Pupil	
Full Name including any middle name(s)	
Preferred (Christian) Name	
Male/Female	
Boarding House / House Parent	
Boarding House Contact No	
Home Address	
Date of Birth	
Current Age	
Mobile Number	
Parent/Guardian Information	
Parent/Guardian Contact No	
Country in which Parents reside	
Address	
Address 2 (If applicable)	
Physical Description	
Height	
Build	
Ethnic Appearance	
Eye Colour	
Hair Colour and Style	
Glasses/Contact lenses?	
Distinctive features i.e. Birth Marks	

Clothing	
Please supply as much information as possible regarding the colour, style, fit and brand of:-	
Top/Sweater/Shirt/T Shirt	
Coat/Jacket	
Trousers/shorts/skirt	
Shoes/Trainers/Boots	
Headwear	
Gloves/Scarf	
Other clothing	
Ethnic Origin	
Please tick the following boxes that apply or best describe the missing pupil	
Colour	
White	
Non White	
Unknown	
Ethnic Appearance	
White European	
Dark European	
African Caribbean	
Asian	
Oriental	
Arab	
Unknown	
Identification	
Valid Passport?	
The Overseas House Parent holds copies of passports of all international students	
Passport Number?	
Expiry Date	
Country of Issue	
Location of Passport	
Medication	
Does the missing pupil have any medical conditions?	
Do they take regular medication (including short term if known)?	
Do they have their medication with them?	

Most Recent Contact	
What are the circumstances of this person going missing?	
Where were they last seen?	
At what time were they last seen?	
With whom were they last seen?	
In what temperament were they when last they were seen?	
Classification of Risk	
At the time of completing this report, please mark ONE of the following three boxes	
Low Risk There is no apparent risk to the pupil or the public	
Medium Risk The risk posed is likely to place the pupil in danger or they are a threat to themselves or others	
High Risk The risk posed is immediate and there are substantial grounds for believing that the pupil may be in danger through their own vulnerability or may have been the victim of a serious crime	
Other Factors	
Is there any history or circumstances that suggest the pupil is likely to cause self-harm?	

Is there any suggestion that the pupil may be the subject of a crime in progress i.e. abduction?	
Is the pupil particularly vulnerable (i.e. due to their age)?	
Has the pupil been the subject of bullying?	
Have they previously disappeared and been exposed to harm?	
Where should the pupil have been going?	
Are there any indications to suggest that preparations have been made in advance of their disappearance?	
Transport	
Does the pupil have a driving licence?	
Do they have access to a car, motorbike or other vehicle?	
Details of next scheduled flight (if known/applicable)	
Other Information	
Please note any additional information you feel may be of use during the investigation	
Name/Position of Person Completing Report	

Signature	
Time	
Date	