



## Action When Pupils Abscond

Absconding is defined as any occasion when a pupil leaves the class or any place in which he or she is being taught or under the control of the teacher or other responsible adult without their permission or knowledge.

This is always treated as a serious matter.

The procedure for absconding pupils is as follows:

The priority is to ensure efficiency in the search for the missing pupil and the safety of the remaining pupils.

1. As soon as any member of staff realises that a pupil is missing they must alert a member of the Senior Leadership Team and begin the procedure.
2. Make a note of the time.
3. Staff should then make a very quick check of the immediate surroundings or of any places the child is known to go to/hide.
4. Co-ordination of the search should be conducted by a member of the Senior Leadership Team in conjunction with the Premises Staff and the Premises and Services Manager
5. The co-ordinator will need to know when the child went missing and any details of clothing.
6. The co-ordinator will then arrange for staff to thoroughly search the premises, including the grounds and will include the Premises Staff.
7. After five minutes from the time the pupil was first discovered missing the Head teacher or Senior Leader will alert the police. Once the pupil has been found the Head teacher or Senior Leader must inform the police and then other staff that the search is over.
8. The incident will be recorded using the AI system, and if appropriate an BwD AI01
9. Parents/carers must be informed.