

## Absconding Protocol

**A pupil is classed as absconding when they are outside of the premises i.e. outside of the fence boundary and they are moving away from the site.**

**Staff to collect a school mobile phone from the office.**

Pupil absconds from site

**INFORM ADMIN IMMEDIATELY**

Note time, clothing, direction they went and what they were carrying

**Admin staff to immediately:**

1. Inform parents/carers/social care
2. Open absconding log
3. Open absconding record

### **Pupil remains in sight of staff**

1. DO NOT RUN AFTER THE PUPIL (staff to use their judgement and knowledge of child)
2. Staff to keep view of the pupil and update admin regularly
3. If possible, verbally encourage pupil to return to site
4. Keep school regularly updated, who can keep parents/carers updated

### **Pupil is out of sight of staff**

1. Admin staff must inform police after 10 minutes
2. Add police log number to absconding log
3. Update parents/carers/social care regularly
4. As soon as staff have sight of pupil again inform the office who should inform parents/carers immediately.

### **Pupil returns to site**

1. Inform admin staff immediately
2. Admin staff to inform parents/carers/social care that the pupil is back in site
3. Inform police if pupil had been reported missing
4. Complete and close absconding log and record
5. Positive debrief with pupil and staff
6. Meeting with parents/carers/social care if required
7. Amend pupils Personal Risk Assessment