Low Ash Primary School

Safeguarding Policy Appendix 3b - Child missing/absconding from an Educational Visit Protocol – November 2026

<table>
<tr><td colspan="2">STEP 1
Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point (stated on Risk assessment)
Mobile telephone numbers MUST be exchanged prior to the commencement of the visit- see Educational Visit Policy</td></tr>
<tr><td colspan="2">STEP 2
Where possible, one adult (preferably a staff member) should follow the child at a distance. They should remain in contact with the Visit Leader at all times whilst following. As soon as possible, and if staffing ratios allow, one further adult should be directed to locate and accompany the original staff member who is following.</td></tr>
<tr><td colspan="2">STEP 3
The Visit Leader should contact the Headteacher (or other member of the Leadership Team) in school to inform them of the situation as soon as possible. If the child has returned complete steps 7, 8 & 10 and notify school's Chair of Governors (in their absence the Vice Chair should be notified)</td></tr>
<tr><td>If the pupil can be located</td><td>If the pupil cannot be located within 5 minutes or will not return with the adult</td></tr>
<tr><td>STEP 4
When the pupil is located the Trip leader must be informed. The Senior adult must speak in a firm, calm voice and issue a verbal command to take the adult's hand and come with them. The adults are to remain close to the child so as to prevent the pupil running away and continue repeating the verbal command.</td><td>STEP 4
Call the Headteacher or member of the Leadership Team who, dependent on the information given, may give permission to search for a further 5 minutes.
If the pupil can still not be located after a further 5minutes.
Headteacher or member of the Leadership Team to inform parents/ guardians by telephone of current status.</td></tr>
<tr><td>STEP 5
If the child who absconded refuses to follow a verbal command to return, an adult is to call for further back up.</td><td>STEP 5
Headteacher or member of the Leadership Team to inform the Police immediately or delegate someone to dial 999 and provide the relevant information.</td></tr>
<tr><td>STEP 6
If possible, the pupil is to be held in a "Team Teach "hold and escorted back to school group / transport.</td><td>STEP 6
On arrival of Police, ensure all known facts are given to officers. A request can be made for the Police to assist with further parent liaison.</td></tr>
<tr><td>STEP 7
The Headteacher or member of the Leadership Team to inform parents/ guardians by telephone of current status.</td><td>STEP 7
The Headteacher or member of the Leadership Team to commence an incident log and accurately document all actions/ relevant factual information. (Ensure date and times of actions are recorded).</td></tr>
<tr><td>STEP 8
Headteacher or member of Leadership Team to commence an incident log and accurately document all actions/ relevant factual information. (Ensure date and times of actions are recorded).</td><td>STEP 8
The Headteacher or member of the Leadership Team to alert the Local Authority's Director of Education and Chair of Governors - in their absence Vice Chair of Governors or named safeguarding governor should be notified.</td></tr>
<tr><td>STEP 9
As soon as possible a behaviour conversation must take place with the Headteacher or member of the Leadership Team member which may result in a severe letter being issued.</td><td>STEP 9
Police instructions should be implicitly followed. No press briefing should be made unless directed by the Police with the input of the local authority.</td></tr>
<tr><td>STEP 10
On return to school: Head Teacher or member of the Leadership Team & the Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with the child's parent/guardian. Ideally this should be conducted PRIOR to the child returning to school.</td><td>STEP 10
The Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.</td></tr>
<tr><td>STEP 11
The Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols. Record on CPOMS.</td><td>STEP 11
On return to school: Head Teacher or member of the Leadership Team & Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with the child's parents/guardians. Ideally this should be conducted prior to the child returning to school.</td></tr>
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