Low Ash Primary School

Safeguarding Policy Appendix 3c - Child Absconding from School Protocol – November 2026

<table>
<tr><td colspan="2">STEP 1
Alert the Headteacher or member of the Leadership Team and office staff by sending another member of staff.</td></tr>
<tr><td colspan="2">STEP 2
If outside of school building return remaining children into the school with a member of staff.</td></tr>
<tr><td colspan="2">STEP 3
At the same time one member of staff should follow the child at a distance.
The staff member should telephone and remain in live contact with school at all times</td></tr>
<tr><td colspan="2">STEP 4
As soon as possible a member of the SLT must be informed and further members of staff should be directed to locate and accompany the original staff member who is following the pupil.</td></tr>
<tr><td>If the pupil can be located</td><td>If the pupil cannot be located within 5minutes</td></tr>
<tr><td>Step 5
When the pupil is located 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 pupils running away and continue repeating the verbal command.</td><td>Step 5
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 within 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 6
If the child who absconded refuses to follow a verbal command to return to school, an adult is to call for further back up.</td><td>Step 6
Headteacher or member of the Leadership Team to inform the Police immediately or delegate someone to dial 999 and provide relevant information.</td></tr>
<tr><td>Step 7
If possible the pupil is to be held in a "team Teach "hold and escorted back to school.</td><td>Step 7
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 8
As soon as possible a behaviour conversation must take place with the Headteacher or member of the Leadership Team</td><td>STEP 8
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 9
The Headteacher or member of the Leadership Team to inform parents/guardians by telephone of current status.</td><td>STEP 9
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 10
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><td>STEP 10
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 11
A full evaluation and analysis to be completed by Headteacher and all members of staff involved.</td><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.</td></tr>
<tr><td>STEP 12
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><td>STEP 12
Once resolved, school to conduct an incident analysis and arrange a follow up meeting with parents/ guardians. Ideally this should be conducted prior to the child's return to school.</td></tr>
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