





Love of Learning, Love of Life, Love of One Another
'Life in all its fullness' John 10:10.



Absconding / Missing Pupil Guidance

Approved by:	N Ball – Head Teacher D Harvey – Chair of Governors	Date: GB6 25/26
		
Last reviewed on:		
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Distribution	Shared Drive Staff Room Website <i>Paper copies are available upon request.</i>	
The Source	Previous policy updated in line with new legislation	

Absconding Pupil (Missing Child) Guidance

Purpose : This guidance sets out the procedures to follow if a pupil leaves supervision without permission. **Absconding is a safeguarding concern**, as pupils who leave supervision may be at increased risk of harm.

Definition

Absconding = leaving supervision without permission

Internal absconding

- Leaving a classroom or supervised area but remaining on site

External absconding

- Leaving the school site
- Leaving an off-site activity or transport without permission

Key Principles

- The **safety of all pupils remains the priority**. Responses must be:
 - **Proportionate**
 - **Timely**
 - **Based on risk**
- Staff must **not put themselves or others at risk**

Roles and Responsibilities

Staff

- Maintain supervision
- Act immediately
- Inform the office/SLT without delay

SLT / Headteacher

- Lead decision-making
- Risk assess response
- Contact parents/police

Parents/Carers

- Support school response

- Attend follow-up meeting

PROCEDURE: WHEN A PUPIL ABSCONDS

Immediate actions (ALL STAFF)

1. **Alert the office immediately**
2. **Do NOT leave your class unsupervised**
3. Follow pupil **to the boundary only**
 - Attempt to: keep the pupil in sight and de-escalate verbally

Office / SLT response

1. Office informs **SLT immediately**
2. SLT assess:
 - risk level
 - vulnerability (SEND, age, context)
3. A member of staff is positioned at **school entrance**

Escalation

- **Immediate:** SLT informed
- **Within 5–10 minutes (or sooner if high risk):**
 - Parents/carers informed
- **Within 10 minutes OR immediately if high risk:**
 - Police informed

(High risk = vulnerable pupil, road danger, unknown location, history of absconding)

If pupil is off-site - staff do not pursue unless directed by SLT

- SLT decide whether to:
 - follow
 - wait for police

If pupil returns

- Inform: parents and police (if contacted)

- Conduct: debrief with pupil and organise a meeting with parents

Use of Physical Intervention

- Must align with: **Restrictive Intervention Guidance (2026)**
- May only be used if: **necessary to prevent harm**
- Must be: **proportionate and reasonable**

SEND & VULNERABILITY

Particular consideration must be given to:

- Pupils with **SEND (including EHCP / SEN Support)**
- Pupils with **SEMH needs**
- Known flight risk pupils

These pupils must have:

- **Personal Movement Plans and Individual risk assessments**

Recording and Reporting

All incidents must be recorded and must include;

- Time, location, actions
- **SEND status and vulnerabilities**
- Risk level
- Outcome

Records must be completed **same day and** logged onto MyConcern

SLT will review patterns and update risk assessments

Prevention

- Effective supervision
- Clear routines
- Staff awareness of risk pupils
- Secure site and procedures

Appendix A

ONE-PAGE STAFF QUICK GUIDE (PUT IN STAFF ROOM / LANYARD)

IF A PUPIL ABSCONDS

1. ACT IMMEDIATELY

- Tell office straight away
- Do NOT leave class

2. KEEP SAFE

- Follow to boundary only
- Do NOT chase off site
- Try to keep pupil in sight

3. SUPPORT RESPONSE

- Office → SLT immediately
- SLT decide next steps

4. ESCALATION

- Parents: **within 5–10 mins**
- Police: **10 mins or immediately if high risk**

5. REMEMBER

- This is a **safeguarding issue**
- Consider:
 - SEND
 - vulnerability
 - known risks

6. RECORD IT

- Complete incident log
- Include:
 - what happened and why
 - SEND status
 - outcome

 **If unsure — escalate immediately**