



Absconding Protocol

Missing (from the school premises)

Our procedures are designed to ensure that a missing young person is found and returned to effective supervision as soon as possible. If a young person goes missing, the following protocol will be activated:

1. The member of staff who had the last 'eyes on' the young person is to immediately inform the **DSL** and the **Head Teacher who will then inform admin** for register purposes
2. The member of staff will attempt to **locate** them.
3. If the child is located the member of staff will follow at a **safe distance** keeping them in sight but not chasing.
4. If the young person is deemed highly vulnerable, there are concerns around time of day, weather conditions or situation or staff have lost sight of for a prolonged period or cannot be located then the **DSL is to be updated**.
5. The member of staff will then contact the **police and parent/carer in conjunction with the DSL**.
6. The member of staff in conjunction with the DSL will **record a safeguarding log**.
7. If the young person then returns to School the **DSL** and **admin** must be notified immediately.
8. The member of staff in conjunction with the DSL will re contact the **Police and parent/carer before updating the safeguarding log**.

*Staff should also refer to the safeguarding Policy