Procedure if a pupil is missing/absconds

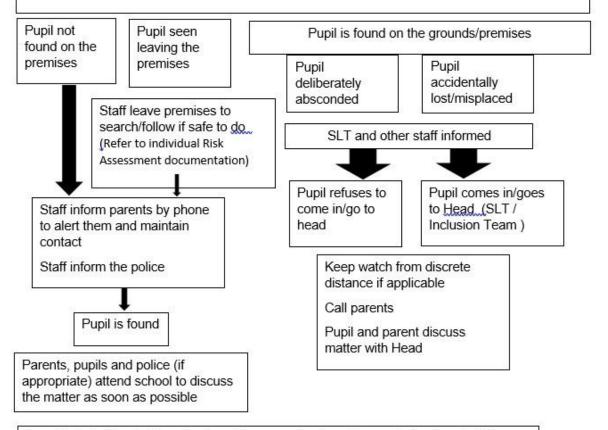
Staff member informs SLT/Head teacher/Inclusion Team that pupil is possibly missing/absconding

Staff check location of pupil/if pupil still on the premises by:

Staff check last known location, known hiding points/calm down areas/areas student may go to if absconding

School office close school gates if necessary

Staff members man any points of easy exit from the school grounds whilst other sweep buildings and grounds



Investigate incident, determine how it happened and any lessons to be learnt. Take action to prevent recurrence and amend pupil and site risk assessments to reflect any changes