

Abducting Protocol

A pupil is classed as absconding when they are outside of the premises i.e. outside of the fence boundary and they are moving away from the site.



Pupil absconds from site

**INFORM ADMIN and DSL
IMMEDIATELY**

Note time and clothing

Admin staff to immediately:

1. Inform parents/carers/social care
2. Open absconding log
3. Open absconding record

Pupil remains in sight of staff

1. DO NOT RUN AFTER THE PUPIL
2. Staff to keep view of the pupil and update admin regularly
3. If possible, verbally encourage pupil to return to site

Pupil is out of sight of staff

1. Admin staff to inform Police after 10 minutes
2. Add police log number to absconding log
3. Update parents/carers/social care regularly

Pupil returns to site

1. Inform admin staff
2. Admin staff to inform parents/carers/social care that the pupil is back in site
3. Inform police if pupil had been reported missing
4. Complete and close absconding log and record
5. Positive debrief with pupil and staff
6. Meeting with parents/carers/social care if required
7. Amend pupils Personal Risk Assessment
8. Record on Cpoms