**Procedure if a Student Absconds from School**

Parents & Police called to inform them that Student has been found Safe & Well.

Student to have Repair session with Teaching Assistant as to why they’ve absconded.

Call to Parents

Repair session with appropriate member of staff.

Reflection to be recorded on the RewardSystem.org

Student enters building

Student refuses to enter building.

Student Found / Returned to School

Incident to be logged on CPOMS and the correct People Alerted. (SLT, Tutor, TA)

Actions to be added if required (E.g. Return to School, Returned Home, etc)

Linden Staff to inform Parents by Phone that their child has absconded from school.

Linden Staff to inform Police on 999 to report them as a missing person after 5 minutes.

All Staff informed

Student Deliberately Absconded

Student Accidentally Lost

Student is found on the Premises / Grounds

Student sighted leaving the Premises.

Student not found on the Premises.

**Staff to check school to see if Student is still on the premises:**

* Staff to check last Known Location, Known Hiding Points, Calm Down Areas, Areas that Students may regularly go to if absconding.
* Staff members check any exit doors out the building whilst others check the building to see if Student is still on the premises.

Staff member to inform all Staff via Handheld Radio that Student has absconded from the building / gone missing.

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| Signed by:  |
|  | Headteacher  | Date:  |
|  | Chair of Management Committee  | Date  |

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| Last Updated | 01/09/2024 |
| Review Due: | 01/09/2026 |