

PUPIL MISSING/ABDUCTED FROM AN EDUCATIONAL VISIT PROTOCOL

In the event of an emergency:

STEP 1 Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point. Mobile telephone numbers MUST be exchanged prior to the commencement of the visit- see Educational Visit Policy.

STEP 2 If the pupil is missing the Visit Leader should instigate a controlled search of the last known location/ building.

STEP 3 If the pupil is located the Visit Leader should immediately inform the Executive Headteacher / Head of School / SLT who may direct the party to return to school or give permission to complete the Educational Visit. If directed to return refer to school's Pupil Missing/ Abducted Protocol and complete steps 6, 8 & 11 and notify the Chair of Governors (in their absence the Vice Chair should be notified). If the pupil is not located or is known to have been abducted the Visit Leader should immediately telephone to advise the Executive Headteacher / Head of School / SLT of the situation.

STEP 4 Executive Headteacher / Head of School / SLT to inform the Police immediately or delegate someone to dial 999 and provide relevant information. **Police instruction should be implicitly followed.**

STEP 5 Unless otherwise directed by the Police the Executive Headteacher / Head of School / SLT should inform parents/ guardians (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the Police.

STEP 6 On arrival of the Police the Visit Leader should ensure all known facts are given to officers. A request can be made for the Police to assist with further school and parent / guardian liaison.

STEP 7 Executive Headteacher / Head of School / SLT to commence incident log and accurately document all actions / relevant factual information. Ensure times and dates are recorded.

STEP 8 If the child is not located or known to have been abducted the Executive Headteacher / Head of School / SLT should alert the Local Authority Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified)

STEP 9 No press briefing should be made unless directed by the Police with the input from the Local Authority Media Relations Office.

STEP 10 Executive Headteacher / Head of School / SLT to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.

STEP 11 Under the direction of the Executive Headteacher / Head of School / SLT, all staff should work with multi-agency partners to ensure parents, guardians and family members are supported.

STEP 12 Executive Headteacher / Head of School / SLT to discuss arrangements for post trauma counselling with the Local

STEP 13 Executive Headteacher / Head of School / SLT to arrange an emergency Governing Body meeting to advise of the situation and review safeguarding policy, protocols and arrangements.