

BLAKEHILL PRIMARY SCHOOL
PUPIL ABSCONDING DURING/ 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 Where possible, one adult (preferably a staff member) should follow the pupil at a distance. They should remain in contact with the Visit Leader at all times whilst following. As soon as possible, and if staffing ratios allow, one further adult should be directed to locate and accompany the original staff member who is following.

STEP 3 The Visit Leader should contact and inform the Executive Headteacher/Head of School / SLT of the situation as soon as possible. If the pupil has returned complete steps 5, 7 & 12 and notify school's Chair of Governors (in their absence the Vice Chair should be notified)

STEP 4 If a pupil has absconded and will not return the Executive Headteacher/Head of School / SLT should be advised. They will inform the Police immediately or delegate someone on the visit to dial 999 and provide relevant information.

STEP 5 Executive Headteacher/Head of School / SLT should inform parents/ guardians by telephone of the current

STEP 6 On arrival of the Police ensure all known facts are given to officers. A request can be made for Police assistance with parent liaison.

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

STEP 8 Executive Headteacher/Head of School / SLT to alert the Local Authority Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified).

STEP 9 Police instructions should be implicitly followed.

STEP 10 No press briefing should be made unless directed by the Police with the input of the Local Authority Media Relations Office.

STEP 11 Executive Headteacher/Head of School & SLT to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.

STEP 12 On return to school:
Executive Headteacher/Head of School, SLT & Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with parents/guardians. Ideally this should be conducted **PRIOR** to the pupil's return to school.