



Absence and Missing Protocol

February 2025

Absent and Missing (from the school premises)

Our procedures are designed to ensure that a missing young person is found and returned to effective supervision as soon as possible.

If a young person goes missing, we will:

1. The member of staff who had the last 'eyes on' the young person is to immediately inform the **Designated and/or Deputy Designated Safeguarding Leads (DSL and/or DDSLs)** and **admin** for register purposes.
2. The member of staff will attempt to **locate** them.
3. If the child is located, the member of staff will follow at a **safe distance**, keeping them in sight but not chasing.
4. If the young person is deemed highly vulnerable, there are concerns around time of day, weather conditions or situation or staff have lost sight of for a prolonged period or cannot be located then the **DSL is to be updated**.
5. The member of staff will then contact the **police and parent/carer in conjunction with the DSL and/or DDSLs**.
6. The member of staff (in conjunction with the DSL) will **record a safeguarding log**.
7. If the young person then returns to School the **DSL and/or DDSLs** and **admin** must be notified immediately.
8. The member of staff (in conjunction with the DSL and/or DDSLs) will re-contact the **Police and parent/carer before updating the safeguarding log**.
9. Staff should also refer to the Safeguarding Policy.