**Child absent from School without authorisation during the school day**

**Guidance and checklist**

* When a child goes missing from school during the school day there should be clear procedures in place to follow up on their whereabouts.
* All staff should be aware of these procedures.
* Ensure that registers are always up to date and that each child’s attendance is accurately recorded.
* If an absent child is reported to the police they will be treated as a missing person; it is therefore important that all reasonable efforts to trace a child should be made first. However if safeguarding concerns are suspected, a missing report should be made directly to police.
* Once the absence is discovered the child’s parents/carers should be contacted immediately. The nature of the absence should be discussed. If the parents/carers believe that there are risks involved, they should be told to inform the Police to make a missing person report.
* Even where there is no identified risk, if the child is still not at school by the end of the day AND you have been unable to inform their parents/carers they should be reported as missing to the police
* For children not arriving at school at the beginning of the school day, follow your non school attendance procedures; ensure that you have specific processes in place for children who fall into the high risk/vulnerable category.

When a child is identified as missing during the school day, complete the following checklist:

**Name of pupil…………………………………….………………..D.O.B……………………………...**

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| **Action** | **✓** |
| Ensure the child is not on the school premises (and that reception staff alert you immediately they receive any information) |  |
| If the child is a child at risk and/or safeguarding concerns are suspected report immediately to the police and social care. If this is not the case, proceed as below…  |  |
| Check with the child’s friends when they were last seen.(Establish from friends if the child has a mobile phone and if so attempt to make contact. Send a text message to them). |  |
| Contact the child’s parents/carers and advise they should contact the police if they have any concerns |  |
| Contact any emergency contacts from the child’s records |  |
| If the child is subject to a Child Protection Plan, or is a Child in Need inform the key social worker or if unavailable the team leader |  |
| Even where no identified risk is known, if the child is still not at school by the end of the school day, if you have been unable to talk to the parents/carers, report them as missing to the police |  |
| When the child is located, explore reasons for their absconding |  |

Date checklist completed:…………………………………………( Copy to appropriate file)