

## **Aldersbrook Primary School – Absconding Policy**

Aldersbrook Primary Schools priority is to make sure that all children are kept safe at all times. If at any time it is discovered that a child is missing from the group, the situation will be taken very seriously from the outset and the following emergency procedure will be implemented.

- 1) The forest school leader will be informed immediately.
- 2) All activities for the rest of the group will be suspended in order that up to two members of staff, including the forest school leader if appropriate can be released to conduct a thorough search which will last no more than five minutes.
- 3) All remaining children will be given a low risk activity to complete, within the forest school area being used at this time with the remaining adults. It is important not to increase anxiety within the group.
- 4) If, after a five minute search of the forest school area the missing child has not been located, the forest school leader will contact the head teacher who in turn will alert the police.
- 5) The school office will be asked to contact the child's parents and make them aware of the situation.
- 6) The forest school staff at the forest setting should corroborate details of the situation, including the last known position of the missing child and any timings known. This information will be recorded on the Emergency Procedures Record Sheet.

***Policy agreed September 2021***

***Policy to be reviewed September 2022***