**PUPIL IDENTIFIED AS MISSING - REPORT IMMEDIATELY  
to (insert name of member of staff) when child or young person is known to have absconded from lesson/school.**

**Determine the nature/reason for absconding/going missing from lesson (consider recent events or precipitating factors)**

**Search of school premises including grounds and immediate locality. Make contact with the child, establish (where possible) their location, undertake (if appropriate) home visit or suspected/known destination.**

**Notify parents and/or carers.**

**FOUND**

**NOT FOUND**

**Child located, but   
refuses to return to school.**

**Risk assessment to be made with regards to circumstances considering the following likelihoods:**

* **To visit known abuser**
* **Of being at risk of CSE**
* **To use drink or drugs**
* **Of self-harm or expressing suicidal ideation**

**Update ALL relevant professionals and parents/carers**

**On student’s return to school complete MA1 form in conjunction with risk management and support plans as appropriate. Completed MA1 forms to be shared on a monthly basis and sent electronically to** [**nicholas.day@westyorkshire.pnn.police.uk**](mailto:nicholas.day@westyorkshire.pnn.police.uk)

**Child located, returned to school.**

**Complete MA1 form.**

**Risk assessment to be made with regards to circumstances considering the following likelihoods:**

* **To visit known abuser**
* **Of being at risk of CSE**
* **To use drink or drugs**
* **Of self-harm or expressing suicidal ideation**

**Notify Safer School Officer**

**Ring 101 where no officer is available.**

**Safer School Officer should check Police systems for existing vulnerabilities.**

**NO CONCERNS**

**CONCERNS**

**Pass all relevant information including a detailed description of the absconder and where possible an up-to-date photo.**