



SUPPORTING EDUCATION FOR THE NEXT GENERATION

## **U-Educate Student Absconding Process- September 2025**

### **1. Immediate Identification:**

Staff members, teachers, or any other personnel should be vigilant in monitoring the school or designated learning environment. Immediately identify any student who is absent from classes or known locations without authorisation.

### **2. Inform School Authorities:**

Once a student is identified as absent without authorisation, promptly inform school, including the principal, vice-principal, or designated lead for the programme.

### **3. Search the School Grounds or designated facility:**

Conduct a thorough search of the school premises to ensure the student is not on-site but may have wandered to an unauthorized area.

### **4. Contact Parents or Guardians:**

Attempt to contact the student's parents or guardians immediately. Notify them of the situation and gather any relevant information about the student's potential whereabouts.

### **5. Collaborate with Local Authorities:**

If the student's location remains unknown after contacting parents, collaborate with local law enforcement agencies to report the incident and seek assistance in locating the student.

### **6. Document the Incident:**

Maintain detailed records of the incident, including the time, location, and circumstances surrounding the student's absconding. This documentation is essential for reference and possible future actions.

### **7. Notify Relevant Staff:**

Inform relevant staff members, such as teachers, counsellors, or support services, about the incident. This ensures a coordinated effort in addressing the student's needs and any underlying issues.

### **8. Conduct Risk Assessment:**

Work with school counsellors or mental health professionals to conduct a risk assessment to understand the reasons behind the student's absconding and evaluate potential risks to their well-being.

### **9. Implement Preventive Measures:**

Collaborate with school to conduct a risk assessment to identify and address any weaknesses in the sites suitability to deliver the programme/session.

**U-educate**

[www.u-educate.co.uk](http://www.u-educate.co.uk)

**24, The Courtyard, Gorsey Lane, Coleshill, Birmingham, B46 1JA**  
**Itchen 1, Wallops Wood, Sheardley Lane, Droxford, Southampton, SO32 3QY**



## **10. Reintegration Plan:**

Once the student is located, work with relevant parties to develop a reintegration plan. This plan should include U-educate, the school and communication with parents to prevent future occurrences.

## **11. Follow-Up with Authorities:**

Keep local law enforcement agencies informed of the situation and the outcome of efforts to locate the student. Maintain a positive working relationship with local authorities for ongoing collaboration.

## **12. Continuous Improvement:**

Regularly review and refine the absconding process based on lessons learned and evolving circumstances. This ensures a proactive approach to preventing future incidents.

By implementing and consistently following these procedures, U-Educate can respond effectively to student absconding incidents, prioritise student safety, and establish preventive measures for the future.

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**Completed by:** Adam Gray

**Signature:**

A handwritten signature in black ink, appearing to read "Adam Gray".

**Role/Position:** Director

**Date Completed:** 02/09/2025

**Review Date:** 31/08/2026

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