
Absconding from Class Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Brunswick South West Primary School on 03 9387 6886 or brunswick.sw.ps@education.vic.gov.au.

1. POLICY

This policy sets out the requirements for schools in the event of a student running away or going missing from class.

For the purpose of this policy, "absconding from class" refers to a student leaving the class without permission but remaining within the school grounds.

2. PURPOSE

To ensure that Brunswick South West Primary School takes appropriate action in relation to managing a student who absconds from class.

3. AIMS

- To take immediate steps to establish whether a student has absconded
- To take all reasonable steps to discharge the "duty of care" that is owed to the student
- To notify the Victoria Police if there is a reasonable concern for the safety of a student or others
- To notify parents/guardians of the student as soon as reasonably possible
- To report the incident to the Department's Incident Support and Operations Centre on [1800 126 126](tel:1800126126), as soon as practicable, including to access place-based supports

4. IMPLEMENTATION

If a school staff member reasonably suspects that a student has absconded from class:

- **Immediate Notification:**
 - The **teacher or Education Support (ES) staff** must immediately inform **school leadership** (e.g., principal, assistant principal, or designated staff).
 - If the student is still in sight, this information should be communicated to leadership.
- **Search and Supervision:**
 - If the student is not in sight, leadership will coordinate a **search of the school grounds**.
 - Staff should consider known preferred locations of the student (e.g., playground, toilets, library, other classrooms).
- **Escalation if Student is Not Located Immediately:**
 - If the student is not found **within a few minutes**, leadership will request additional **support from other staff**.
 - The **school office will make an announcement over the loudspeaker**, if appropriate.

- **Parental Notification & Next Steps:**
 - If the student has **not been sighted for approximately 10 minutes**, a **parent/guardian must be contacted**.
 - Once the student is located, they will be **supervised and supported** in returning to class.
- **Follow-up Meeting & Support:**
 - A **meeting will be arranged** with the student, relevant staff, and parents/carers to discuss the **inappropriateness of absconding**.
 - The school will explore **strategies to support the student** in managing their emotions and staying engaged in the classroom.
 - If necessary, an **Individual Behaviour Support Plan** may be developed or updated.

ADDITIONAL CONSIDERATIONS

- If a student is at risk of harm while absconding (e.g., attempting to leave school grounds), staff should follow the **full absconding response process** as per the [Students Absconding Policy](#).
- If a student frequently absconds, leadership may consider **further interventions**, including wellbeing support, engagement strategies, and communication with external services if necessary.
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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook
- Discussed at annual staff briefings
- Included in transition and enrolment packs
- Reminders in our school newsletter

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Consultation	Brunswick South West Primary School Staff
Approved by	Principal
Next scheduled review date	June 2027