ABSCONDING PUPILS POLICY

VENN
BOULEVARD
CENTRE

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Claire Goodaire	Senior Leadership Team	September 2021	1.1	As necessary
Claire Goodaire	Senior Leadership Team	September 2022	1.2	As necessary
Claire Goodaire	Senior Leadership Team	September 2023	1.3	As necessary

The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a pupil abscond from school. Although individual risk assessments and safety plans are completed there still remains the risk of a pupil absconding.

To abscond is to 'leave without permission'.

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities.

We endeavour to make our site as safe and secure as possible for students. The doors and fences are to mark our boundaries and keep unknown members of the public out. Doors and fences are not in place to keep pupils in.

In the event of the Executive Head/Head of School not being on the premises the next senior member of staff will take over premises.

Where a student, present at formal registration, is found to be absent from school without authorisation the following procedures should be followed:

- Member of staff to inform the Executive Head/Head of School or member of SLT.
- Head of School or member of SLT organises search of buildings and known places that the pupil may have gone to.
- Absconding log to be open to record all the interactions with family/social care/professionals
- If the pupil is not found, then all available staff to complete a more thorough sweep of the school and check the perimeter of the grounds.
- School office to contact parents/carers and inform them of the situation. If contact is made with the parents/carers they are informed that they must report the pupil missing to the police, the school do not. If the parents/carers cannot be contacted the school will report the pupil missing to the police.
- If the pupil is LAC then the virtual head and social care will need to be informed, this is for SLT to lead on only.
- Only when the parents/carers/social care cannot be contacted then the school office will inform the police of the situation.
- Consideration will be given to whether the search should be extended beyond the school perimeter. This decision will be based on staff's knowledge of the pupil and on the levels of risk, and on what action is best in the pupil's interest.
- Any staff who leave the school grounds to take mobile phone to contact school.
- Once a pupil has been found then the lead SLT member will use their professional judgement to outline the response towards the pupil and the support the pupil will need in the future.
- CPOMS report will be completed.
- Member of SLT to brief police and parents.

Where a pupil attempts to or is seen to be leaving the school premises without authorisation the following procedures should be followed:

- Staff must follow the student to the perimeter fence or gate and must try to persuade the student to stay in school.
- If a student is deemed to be a high risk to himself or other people, then staff should refer to behaviour and exclusion policy.
- At all times staff must be aware that active pursuit may encourage the student to leave the immediate vicinity of the school and may also cause the student to panic, possibly putting him or herself at risk by running onto a busy road, for example. The student's age needs to be considered at this stage. Where possible children must remain in the sight line of staff.
- If the student has left the immediate vicinity of the school the school office, Head of School or SLT members must be contacted immediately and the lead person will direct the course of action.
- Parents/carers will be notified and an appropriate action will be determined together.
- If the pupil is LAC then the virtual head and social care will need to be informed, this is for SLT to lead on only.
- If parents/carers/virtual school cannot be contacted the police will be informed once sight line has diminished.
- Staff will not follow the student under no circumstances but attempt to keep sight line for as long as possible
- If the student returns of their own volition, parents/carers and the police will be informed as soon as possible.

Upon his or her return to school, and when the pupil is calm, the pupil must be seen by the SLT so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions and risk assessments will be updated.

A written report logged on CPOMS.

If a pupil absconds from a visit/trip - Trips including residential

Where a student attempts to or is seen to be leaving the area of a trip/residential trip the following procedures should be followed:

- Staff must initially persuade the student to return, without following.
- The pupil's parents/carers/Social care/Virtual Head and school setting need to be contacted immediately by a member of SLT.
- The police need to be contacted immediately.
- At all times staff must be aware that active pursuit may encourage the student to possibly putting him or herself at risk by running onto a busy road, for example.
- The student's age needs to be considered at this stage. Where possible pupils must remain in the sight line of staff.
- The Office lead will contact the student's parents/carers

- Once a student has been found then the lead SLT member will use their professional judgement to outline the response towards the student and the support the student will need in the future.
- CPOMS report will be completed.
- Member of SLT to brief police and parents.

This policy is part of the schools admissions paperwork.

I have read and understand the absconding policy at the admission meeting and have considered the risks.

Parent/Carer
Name: Signature: Date:

Social worker/Virtual school
Name: Signature: Date:

Staff member
Name: Signature: Date: