

ABSCONDING POLICY

The purpose of this document is to set out the procedures Lynch Hill Enterprise Academy follows should a child leave the premises without permission. It is closely linked to the school's 'Safeguarding Policy'.

Aim

We work actively to provide a secure, safe environment for the pupils at Lynch Hill Enterprise Academy. We want pupils to enjoy coming to school and being a part of our school community.

We recognise that it is highly unlikely that a pupil should abscond from the school premises, but in the event that it should happen, the procedures detailed below, will ensure that we are ready to deal with this eventuality.

Definition

To abscond is to 'leave without permission'. This could mean a child leaves the school building, yet remains in the grounds, or leaves the school grounds.

Absent Pupils

If a pupil, who has previously been marked as present, is found to be absent, the procedure will be as follows:

1. Teacher to **inform the office straight away**.
2. **Office staff** to inform an **SLT** member, **DSLs** and the person on-call.
3. **SLT member** organises a systematic sweep of the building and known places that the pupil may have gone to.
4. If the pupil **is not found**, and when **satisfied**, **SLT** member or **DSL must** phone the police.
5. **SLT** lead to **immediately** contact parents/carers and inform them of the situation after the Police have been informed. Always keep parents updated.
6. 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 child and on the level/s of risk,
7. Any staff who leave school grounds **must** take a walkie-talkie (if within range) or personal mobile to contact school. Staff should where possible leave the site accompanied by another member of staff.
8. If the pupil is found, 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.
9. Member of SLT **must** brief police, and parents.
10. Member of SLT **must** inform the Local Authority DCS following the incident.
11. A written report **must** be filed on the incident.

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

1. Staff **must** follow the student to the perimeter fence or gate and must try to persuade the student to stay in the school.
2. 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 pupil to panic, possibly putting them at risk by running onto a busy road, for example.
3. If the student has left the immediate vicinity of the school, the **school office** and **SLT** member and **DSL** must be **contacted immediately**.
4. The **SLT** member or **DSL must** contact the Police and student's parents/carers immediately.
5. If the student returns of his or her own volition, parents/carers and the police will be informed as soon as possible.
6. Upon his or her return to school, and when the student is calm, the student should be seen by the SLT so that the reasons for absconding may be discussed in detail if this is appropriate. At this point, a decision will be made as to the appropriateness of further actions.
7. Member of SLT **must** inform the Local Authority DCS following the incident.
8. A written report to be filed on the incident.

It is important that following an incident, the issues that arise are addressed and staff must:

- Consider an individual risk assessment for the student involved. If there is a second incident within an academic year then a risk assessment **must** be completed.
- Where appropriate, talk through the incident with the student and parents involved. Ensure that a record is kept of the discussion held with the student and parents.
- Complete an absconding record (a copy of which should be placed in the student's personal files).
- Keep all colleagues informed and discuss the incident in staff meetings.
- Review procedures for the individual every half term to ensure appropriate control measures are in place and that all staff are fully informed.
- Inform Governors every term about any incidents of absconding.

Absconding Form

Names of student		Tutor group	
Date & time of leaving premises			

Where student exited the building		
Name of lead adult		
Last seen & by whom		
First actions		
Parent contacted (include name/s)		Time:
		Time:
		Time:
Police contacted (include name/s)		Time:
		Time:
		Time:
URN number		
Local Authority DCS contacted (include name/s)		Time:
		Time:
Timeline of events – completed by SLT Lead		
Date and times	Events	