

Wistanstow CE Primary School

Pupils who Abscond from School

Purpose

The purpose of this non-statutory policy is to outline to all stakeholders the process that will be followed if a child leaves the school premises without permission.

Aim

We actively work to provide a secure, safe environment, a school where children want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a child will try to abscond from our school but this policy is written to ensure we are ready to deal with this eventuality should it occur.

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.

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

- Member of staff to inform Head Teacher or member of SLT, and main office.
- Head Teacher or member of SLT organises search of buildings and known places that the pupil may have gone to.
- 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 phone the police when area has been fully checked if the child is not found.
- School office to contact parents/carers and inform them 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 child and on the levels of risk, and on what action is in the child's best interests.
- Any staff who leave 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.
- A written report will be filed on the incident.
- Member of SLT to brief police and parents.

Where a pupil attempts 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 attempting to persuade the child to return to the safety of the school.
- If a student is deemed to be a high risk to himself or other people then staff should adhere to the restraint policy with reference to holding the student, if appropriate.
- 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 him or herself at risk by running onto a busy road, for example.
- If the student has left the immediate vicinity of the school the school office Head teacher or SLT members must be contacted immediately and the lead person will direct the course of action.
- Staff will follow the student and engage in a local search, following the student at a safe distance if in view.

- The SLT lead may direct additional staff to join the search in a vehicle, taking a mobile phone to contact school.
- The SLT lead will contact the student's parents/carers.
- If the searching staff lose sight of the student they must contact the school office, giving details of their location and the clothes which the student is wearing.
- If the pupil(s) has left the immediate vicinity of the school grounds and is no longer visible then the SLT will make a decision as to how to take matters further which will take into account the age of the student, the prevailing weather conditions, the nature of the incident which led to the pupil absconding, the pupil's previous history of being involved in episodes of absconding and their outcomes.
- 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 student is calm, the student 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.
- A written report will be filed on the incident.

Absconding Pupil Report Form	
Name of Pupil:	
Date and Time of Incident:	
Outline of Incident: (Please include time of day, staff present, location of incident, actions taken)	
What circumstances led up the incident?	
What actions have been taken to prevent further incidents?	
Signature of SLT:	
Parent/Carer Signature:	

Appendix B

Parental Agreement (To be completed by the parent or carer)

I have read the record of the absconding incident (Appendix A).

I wish to make the following comments relating to the incident (optional):

I understand that it is always unacceptable for my child to leave the school site without permission and an action of this nature might result in the school following exclusion procedures. I understand that the following actions have been agreed in order to help my child be happy and safe in school. I know my child needs to keep to the school rules and not leave the school grounds without permission. I understand that there are agreed actions for all parties involved. For my part, I will support this agreement by discussing the incident with my child and taking all reasonable steps to support the school in the actions they take to maintain my child's safety and that of others.

Signed: _____ (Parent/care