



## **Absconding Procedure/Policy**

Bolton Impact Trust is committed to safeguarding and promoting the well-being of students and expects all staff and volunteers to share this commitment.

### **Aim of Policy**

Bolton Impact Trust strives to provide a secure and safe environment where all students will want to come and enjoy learning with others. It is always our expectation that students will comply with policies and procedures whilst on school premises or under direct supervision whilst on educational visits. There are occasions, however, where students choose to abscond from time to time from the school site or the supervision of staff whilst on educational trips/visits. The policy is written to ensure that if a student chooses to abscond then we are ready and able to effectively deal with this eventuality.

### **To abscond and leave without permission**

1. Staff should bear in mind that students who have chosen to abscond may be upset and as such they may not be thinking rationally. It is important the response of staff is to remain calm, maintain visual contact (if possible) and work to re-engage the student. At no point should staff run after students, nor should they ask another student to assist in pursuing the absconded student. Active pursuit may encourage the student to leave the immediate vicinity of the school and may also cause the student to panic and possibly put themselves at risk, for example by running into a busy road.
2. In the instance of all absconding the Academy Lead should be informed as well as the Safeguarding Officer and the parents/carers.
3. If the pupil is under CAMHS or Social Care then a telephone call to the duty team needs to occur and advice sought from them regarding the particular student.
4. The necessary paperwork needs to be completed by the person/persons dealing with the student including the date and time of the absconding student

and any additional telephone communication made to parents, and/ or a particular service including the Police. (See Absconding Student – 1. Incident Record) A copy of this should be placed in the student's file.

5. In circumstances where there are concerns for a student who has absconded and the parents/carers cannot be contacted, the Police should then be contacted and the necessary details passed on - please see information to pass on to Police. The police will then make a decision whether to become involved or not.
6. If the student returns then the time of return should be recorded (please see Absconding Student – 2. Safe Return to School / Home) and parents/carers informed. In all instances where the Police have been informed and are actively seeking the student, they should be informed immediately by telephone of the student's return.
7. A record of the return time and telephone calls made to the student's home and the Police should be made, added to the form and placed in the student's file. (Please see absconding student – 2. Safe Return to School / Home).

#### **Absconding while off site on educational visit or trips**

1. In the event that a student chooses to abscond, the trip leader must follow the absconding procedures laid out above, directing staff to maintain visual contact with the student if possible and informing the school's office immediately.
2. Office staff will then inform the Academy Lead immediately and record details as communicated by the trip leader on the absconding student form. A record of the telephone call to parents must be recorded in the student's file.
3. The Academy Lead or Safeguarding Officer will try to make contact with the trip leader to offer support and assistance where this is required and appropriate.
4. Emergency procedures as set out in the risk assessment must be followed.

#### **Information to be provided when calling the Office and the Police**

Exact details of:

1. The name of the student who has absconded
2. The precise location

3. Who if anyone was the student seen or known to be absconding with?
4. When was the student last recorded as being seen?
5. How did the student abscond?
6. Why did the student abscond?
7. What time did the student abscond?
8. Any other relevant information available.

**When informing the police the additional information stated below may also be required.**

1. Approximate height and build of the student.
2. Colour of the student's hair.
3. Any distinguishing features or disability factors.
4. What the student was wearing at the time including any accessories.

### **Reasonable expectations of Parents and Carers**

Parents and Carers of students are responsible for supporting the work of the school. Once the school has informed the parent / carer that their child has absconded, parents and carers are responsible for actively supporting the school with subsequent procedures and actions taken to seek the return of their child. This could include coming into school for a meeting before the student is allowed back once they have returned and are safe. (Please see absconding student (3. Return to School Meeting)). A copy of this completed form should be placed in the student's file.

**ABSCONDING STUDENT – 1. INCIDENT RECORD**

Name of Student	Name(s) of others involved	Staff Member	Date, Time and Location of incident	
<b>Antecedents (What occurred before incident)</b>				
<b>Academy Lead Informed (By whom, date and time)</b>			<b>Safeguarding Officer Informed (By whom, date and time)</b>	
<b>Parents/Carers Informed</b>	<b>By Whom</b>		<b>Date and Time</b>	
<b>Police Informed</b>	<b>By Whom</b>		<b>Date and Time</b>	<b>Incident number</b>
<b>Other Agency Informed (Which Agency/s)</b>	<b>By Whom</b>	<b>Date and Time</b>	<b>Agency response /advice</b>	
<b>Additional Information:</b>				

**ABSCONDING STUDENT – 2. SAFE RETURN TO SCHOOL / HOME**

<b>Name of Student</b>	<b>Staff Member</b>	<b>Time and Date of Return</b>	
<b>Parents/ Carers Informed Yes / No</b>	<b>By Whom</b>	<b>To Whom</b>	<b>Date and Time</b>
<b>Police Informed Yes / No</b>	<b>By Whom</b>	<b>To Whom</b>	<b>Date and Time</b>
<b>Other Agency/s informed</b>	<b>By Whom</b>	<b>To Whom</b>	<b>Date and Time</b>
<b>Resolution: (incl. possible issues, actions, safeguarding or child protection requirements)</b>			

