



## Youth Challenge

### Children who abscond from school policy

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The purpose of this non-statutory policy is to set out clearly for all stakeholders, the process that will take place should a child abscond from school.

### **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. Although we recognise that due to the issues surrounding our pupils they may, on occasion, attempt to abscond from school. This policy is written to ensure we deal with these situations appropriately if or when they 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:**

- A] pupils who abscond before the end of the registration period
- B] pupils who abscond after registration
- C] pupils who are excluded, but come onto the school site
- D] pupils who abscond from school but remain in the school grounds

#### **A] Pupils who abscond before the end of the registration period**

Schools are required to register their pupils at the beginning of each morning and afternoon session. This should take place within a period, of not less than 15 minutes, set aside when the register is open. 9.15 am – 9.30am in the morning and 12.50 – 1.05 pm in the afternoon

If a pupil absconds from the school during the period of registration, the class register should show the pupil as being absent.

Should the pupil return to school after the end of the registration period, the class register should be amended to indicate a late arrival.

It is good practice when a pupil absconds in these circumstances for school to make every effort to advise the parents/carers.

#### **B] Pupils who abscond after registration**

Once a pupil has been registered as present, the registration period has ended and the class register closed, the school is "in loco parentis".

Should a pupil abscond after the end of the registration period, the school, technically, remains "in loco parentis".

Every attempt should be made to contact the parents/carers to advise them that their child has absconded from school. When parents/carers are contacted, it should be made clear that the responsibility for their child is being passed back to them.

Contact with parents/carers should be by telephone in the first instance. In all circumstances, it is advisable to record details of attempts to establish contact. If the parents/carers are contacted, the attendance register should be amended to show unauthorised absence.

If the parents/carers cannot be contacted, the attendance register should remain un-amended. At this stage the course of action may be to report the pupil missing via a police report. However, the responsibility for the pupil remains with the school. The academy lead or designated safeguarding lead will make this decision. In their absence the most senior member of staff will make the decision.

### **C] Pupils who are excluded but come onto the school site**

If a pupil is excluded, either for a fixed period or permanently, he/she should not be on the school site.

Should an excluded pupil appear on the school site, he/she should be asked to leave. If the pupil refuses, or is causing a nuisance or disturbance which requires action, the school should, in the first instance, make every effort to contact the parents/carers to ask them to remove their child from school property.

If the parents/carers are either not contactable, or are not able to remove their child from school property, the Police should be contacted for assistance.

### **D] Pupils who abscond from school but remain in the school grounds**

If deemed safe to do so staff should calmly try to speak to the pupil, using a non-confrontational manner to try and persuade them to come back into school. Staff should not pursue the pupil or try to force her/him back into school. However, there may be circumstances where school staff will need to use their judgement, knowledge of the pupil and assessment of the pupil's safety in deciding what to do.

A pupil's age, vulnerability and other factors need to be taken into account. For example, it may be dangerous to let a particular pupil wander about the school grounds. The demeanour of the pupil will need to be taken into account. If the pupil is upset or angry, care must be given to how he/she is approached.

The size of the pupil will also be important in judging whether to try to approach her/him.

The gender of the pupil may indicate a particular member of staff as being more appropriate to deal with the situation.

In all cases, ***staff should not place themselves in situations of potential danger.***

### **Pupils who return to school after absconding**

Most pupils who abscond will do so as a result of a specific incident which may have taken place either at school, at home or on the way to school.

For those pupils who return to school either by their own choice, with parental support or following intervention by a member of staff, thought should be given to their welfare. They are likely to be in need of support, understanding and perhaps some time apart from their peers. In some cases it may be deemed that it is not safe for pupils to return to school after absconding. This decision will be made by a member of the senior management team and reasons will be clearly shared with parents/carers.

### **Primary Pupils**

It is very difficult for a pupil in Youth Challenge Primary to abscond as all the doors have mag-locks on them and are locked at all times of the school day. If however the child does abscond the same procedures as above will be followed.

### **Risk assessments**

All children attending Youth Challenge are risk assessed and if they have a history of running off, absconding in their mainstream school, they have a personalised Risk Assessment and a Personal Evacuation and Exit Plan. These will cover potential risks during evacuations, transport to and from the site, academy reward trips off site enrichment activities and at the start and the end of the school day as they are entering and leaving the premises. If a child does abscond during these times staff follow the same procedures outlined in this policy.

If a child is at risk of absconding from the transport provided, parents will have to bring the child to and from Youth Challenge daily.

## **Parent & Carers**

Parents / carers of pupils are responsible for supporting the work of the school.

They are responsible for encouraging their children to keep to all school procedures and policies.

Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with the subsequent procedures and actions. This could include coming to school to help secure the safety of the child after he / she has absconded as well as meeting with the Academy Leads or another member of the senior management team in order to agree subsequent actions.

## **Monitoring and evaluation**

Each incident will be recorded monitored and evaluated. Individual Risk Assessment for pupil will be amended if needed.

## **Procedures**

If a pupil is suspected of leaving the school site without permission and is deemed as vulnerable or in an emotional state:

- The member of staff will alert the Academy Lead or (in her absence) the Deputy Head, or most senior member of staff on site.
- If the pupil(s) has left the immediate vicinity of the school grounds and is no longer visible then the SMT will make a decision as to how to take matters further which will take into account the age of the pupil, 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 there is no doubt that the pupil has absconded, the school will contact the police as an emergency situation and the pupil's parent to inform them. Staff will not chase or follow the pupil as this could lead to the pupil wandering further afield, acting impetuously or causing a traffic accident.
- If the child is within an easy distance of the school, staff are not to engage in conversation as the child might be in a distressed state and unable to act in a controlled manner. This would mean there is still the potential for traffic accidents.
- If the child appears to be missing but there is no evidence that he / she has left the site, a quick but thorough search of the site should be conducted before the parents / police are informed.
- If the pupil returns of his / her own volition, parents and (if necessary) the police will be informed. 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. A written report will be filed on the incident on CPoms. The Safeguarding Lead and Deputy are to be informed
- If possible the pupil who has absconded should be brought back to school the same day. The parent, child and Academy Lead will then discuss the issues and any consequences. This policy will be discussed.
- Absconding may result in a fixed term exclusion.

If the Academy Lead is aware that a pupil is not acting emotionally but has left the school grounds (e.g. by mistake), the above procedures may be adapted.

Please see **appendix 1** for actions to be displayed in all classrooms for when a child leaves the site.

## Appendix 1

### Procedures for when a pupil leaves the site – Absconds

It is important to determine the emotional state of the child as they have absconded.

#### Step 1

Alert the Academy Lead or a member of the SMT and alert the parents/carers

#### Step 2

Academy lead confirms they have left the academy building/site.

#### Step 3

The Academy Lead or senior member of staff makes the decision as to whether to report the incident to the police - based on the pupil, their age, vulnerability, emotional state, circumstances they left in, previous history and the prevailing weather conditions and the nature of the incident which led to the pupil absconding.

#### Step 4

Staff can search for the child, but remain at a safe distance, do not run after the pupil.

If the pupil appears calm, staff may engage with the pupil and encourage their return to the academy.

If the child is distressed staff are not to engage in conversation as the child might be unable to act in a controlled manner. Alert the Academy Lead (SMT) of their whereabouts.

#### Step 5

If the child returns to the academy alert the academy lead who will inform the police (if required) and parents of their safe return.

#### Step 6

Record the details of the incident on cpoms and include the Academy Lead and the safeguarding officer