Absconding Policy

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1. Aim of Policy

Evolve Academy strive to provide a secure and safe environment where pupils will want to come and enjoy learning with others. It is always our expectation that pupils will choose to comply with policies and procedures whilst on Academy premises or under the direct supervision of staff whilst on educational visits. There are occasions however where pupils choose to abscond from the Academy site or the supervision of staff whilst on educational visits. This policy is written to ensure that if a pupil chooses to abscond then we are ready to deal with that eventuality.

2. Staff Procedures for Dealing with Pupils Absconding off school site

1) Staff should always bear in mind that pupils who have chosen to abscond may be upset and as such, may not be thinking rationally. It is important that the response of staff is to remain calm, maintain visual contact and work to reengage the pupil and return them safely to the Academy. At no point should staff run after pupils, nor should they ask other pupils to assist in pursuing the absconding pupil. Active pursuit may encourage the pupil to leave the immediate vicinity of the Academy and may also cause the pupil to panic and possibly put themselves at risk, for example by running into a busy road. If, however a pupil is deemed to be a high risk to himself and/or other people then staff should adhere to the use of positive handling policy with reference to holding the pupil. This does not mean that staff should run after a pupil in order to hold them.
2) In all instances of absconding, a senior member of staff should be informed.
3) If a primary pupil absconds and are out of sight a call to their parent / carer is made and a phone call to the police to report the child missing.
4) The date and time of the incident should be recorded on the sleuth system by the staff member dealing with the pupil.

5) Where staff visual contact with a pupil is lost then the parent/carers should be telephoned and informed. A record of this call including time and any agreements should be recorded on Sleuth.

6) In circumstances where there are serious concerns for a pupil who has absconded, and the parents or carer cannot be contacted then the police and Social Worker (where involved) should be informed and the necessary details passed on. Specifically, where there are concerns for the physical or mental wellbeing of a child.

7) Looked After Children – In the event that a Looked after Child has absconded, the Child's carer and social worker must be informed, and the incident reported to the Police. A record of time of call should be made on Sleuth.

8) If a pupil returns, the time of return should be noted on the sleuth system and parents / carers / social worker and police informed. Normal checks should take place upon re- entry into the building and as a pre cursor to the pupil continuing with the school day.

9) Records must clearly state time of absconding, time of call home / social worker / Police and time of return to the school's site.

10) An updated Risk Assessment should be completed ideally within 24 hours 48 hours after a pupil has absconded. The DSL must also be informed.

3. Staff Procedures for Dealing with Pupils Absconding whilst off-site on educational visits or trips.

1) If a pupil chooses to abscond, the trip leader must follow absconding procedures as laid out above, directing staff to maintain visual contact with the pupil if possible and informing the Academy office immediately.

2) Office staff will inform the pupil's parents and record details as communicated by the trip leader on the sleuth system. A record of the telephone call to parents must be made in the pupil file.

3) Emergency procedures as set out in the risk assessment must be followed.

4. Information required when reporting to the Office.

Please see below the exact details that are needed when reporting to the office:

- The precise location
- Who was the absconding pupil with?
- When was the pupil last recorded as being seen?
- How did the pupil abscond?
- What time did the pupil abscond?

If you are asking the office to inform the police, additional information is required:

- Height and build of the pupil.
- Colour of the pupil's hair
- What the pupil was wearing including any distinguishing accessories, i.e. bags, sunglasses.

In the event that the pupil returns to the group, then the Academy office must be informed immediately, and details recorded on the sleuth system. Calls home must be made, and details recorded in the pupils file and the senior staff on duty informed.

Parents and carers of pupils are responsible for supporting the work of the Academy. Once the academy has informed a parent/carer that their child has absconded, parents and carers are responsible for actively supporting the Academy with subsequent procedures and actions. This could include coming into the Academy to help secure the safety of the child/young person as well as meeting with senior staff to agree subsequent actions.

This policy has been informed by the Safeguarding Policy.

5. Appendix 1: Absconding Pupil Information Form

This form must be completed by the staff member reporting an absconding incident and handed to the office/senior leader immediately. A copy must also be uploaded to Sleuth.

Section A: Basic Information

Pupil Name:	
Year Group/Class:	
Date of Incident:	
Time of Absconding:	
Reporting Staff Member:	

Section B: Incident Details

Precise location when absconding occurred:	
Who was the pupil with (if anyone)?	
When was the pupil last recorded as being seen?	
How did the pupil abscond?	
Direction pupil was last seen heading (if known):	

Section C: Description of Pupil (for office/police if required)

Height and build of pupil:	
Hair colour:	
Clothing worn (including any distinguishing items):	

Section D: Actions Taken

Time office informed:	
Parent/carer contacted at (time):	
Police contacted (if applicable) at (time):	
Social worker contacted (if applicable) at (time):	
Other actions taken:	

Section E: Outcome

Time pupil returned:	
Condition of pupil on return (emotional state/physical):	
Follow-up required (e.g. risk assessment update, DSL informed):	
Staff Name & Signature:	
Date:	