****St** Andrew’s School

A school with Quaker values

Aylmerton Hall ⬩ Holt Road

Aylmerton ⬩ Norfolk ⬩ NR11 8QA

Telephone: 01263 837927

Email: [head@standrewsschool.co.uk](mailto:head@standrewsschool.co.uk)

Head: Carol Keable B.Sc. (Hons), M.Ed, PGCert NASCO, P.G.C.P.S.E, UCert Autism.

**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Absconding

Policy

Last reviewed date: Summer term 2023

Adopted by Trustees date: 17th July 2023

Next review date: Summer term 2025

Introduction

At St Andrew’s School child safety is of utmost importance.

The staff should actively plan strategies and adopt measures which reduce the likelihood of students running away. Measures include the atmosphere on the premises, the students being involved in planning, being aware of daily routines and the admission procedures are all factors which need to be given particular importance to achieve this aim.

Students who are at the point of leaving the premises

The staff should always try to enter into discussions with the students with the aim to;

* Try to make them understand the consequences of their actions.
* Dissuade them from wanting to leave the premises.
* Persuade them to stay.
* Use change of staff.

If this fails staff should make decisions on whether they can intervene by using;

* Physical intervention (as the last resort).
* Or contacting emergency services to ensure the students’ safety.

Students who have absconded from the premises

If despite these efforts the young person does abscond from the premises then the following procedure should be followed.

It is important to remember that students abscond for a whole variety of reasons; being absent without leave can be indicative of unhappiness, distress and even abuse. Therefore, each absconding is an individual case and must be handled in a way which is most beneficial to the student. If a student absconds staff should try and keep the student within eyesight (follow them at a safe distance).

Upon suspecting a student has absconded completely (missing from site) a staff member will report immediately to the Headteacher/Senior Management Team.

* A full site search will be undertaken. This should be extensive and include ‘hiding holes’ and the immediate vicinity off-site. It is very important this is done calmly and without fuss. Other students may not be used in the on-site search.
* Site search should be thorough; however, after 5 minutes of search the police should be called.
* If it is thought a student has gone off site, the search will be extended beyond the school grounds whilst the police are contacted.
* Staff are to complete a student ‘absconding’ sheet (Appendix 1) to determine the risk factors and appearance/contact details, so it is quick for the police to determine needs.
* On arrival, police must immediately be given the missing student’s absconding sheet together with full details of any search carried out so far.
* If the student is located off-site by staff, they must keep the student in sight.

1. Continue to follow.
2. Call school for further advice when safe to do so.

If the student is found within 5 minutes without the need for police involvement:

The student’s parent/carer will be notified. The student will be debriefed by appropriate staff and the consequences of their actions will be explained.

A record of the incident will be made on an incident report form. The student’s behaviour plan will also be updated.

Off Site incident:

Once the student is back on site they will be debriefed, police will be invited to this if they have been a part of the search.

Parents/carers will be informed. Other relevant agencies involved with the student will also be informed.

Any consequence enforced will depend on the individual student’s circumstances and as such there is no fixed consequence suitable for every situation. Return to school will depend on the individual and the circumstance.

If the school feels they cannot keep the student safe or the student persistently absconds or tries to abscond there will be an emergency review meeting to discuss whether the placement is appropriate for the student.

Appendix 1

ST ANDREW’S SCHOOL

STUDENT ABSCONDING SHEET

**NAME**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D.O.B. \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_**

PHOTO

RISK FACTORS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DESCRIPTION : HAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EYES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEIGHT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEIGHT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPLEXION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARKS/SCARS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACTS : PARENT / CARER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SOCIAL WORKER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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OTHERS (specify friend/relative etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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CLOTHING : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Complete at time of call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to Police) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE : (No. / type etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONEY : (How much ?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CARE FACTORS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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MEDICATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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MEDICATION TAKEN : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Completed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Must be reviewed termly or amended immediately if significant changes.

Review due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_