

St Andrew's School

A school with Quaker values

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

Absconding Policy

Last reviewed date:	17 th May 2021
Adopted by Trustees date:	24 th May 2021
Signed by Chair of Trustees:	
Next review date:	17 th May 2023

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

Registered Office as above. Registered in England and Wales

Trustees: Mr J Garner, Ms V Jones

Mr C Johnson, Mrs J Davis, Mrs B Robinson, Mrs M Hodge, Mr M Goodwin



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. The atmosphere in 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

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

- Physical Intervention
- 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 has to be handled in a way which is most beneficial to the student.

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

- Within 5 minutes, 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.
- The Headteacher will ask staff 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 search carried out so far.
- If student is located off-site by staff 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 risk assessment 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 sanction enforced will depend on the individual student's circumstances and as such there is no fixed sanction 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 a meeting to discuss whether the placement is appropriate for the student.

Appendix 1

**ST ANDREW'S SCHOOL
STUDENT ABSCONDING SHEET**

NAME

PHOTO

RISK FACTORS :

DESCRIPTION :

HAIR _____

EYES _____

HEIGHT _____

WEIGHT _____

COMPLEXION _____

MARKS/SCARS _____

CONTACTS :

PARENT / CARER _____

SOCIAL WORKER _____

OTHERS (specify friend/relative etc) _____



CLOTHING :

(Completes at time of call
to Police)

PHONE :

(No. / type etc) _____

MONEY :

(How much ?) _____

CARE FACTORS :

MEDICATION :

MEDICATION TAKEN :

Completed on _____

Must be reviewed termly or amended immediately if significant changes.

Review due _____

