



# Absconding Policy

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## Introduction

All staff must be aware of the possibility of pupils absconding from the school premises and when on educational visits. It is therefore essential that security is a priority and that there is a high level of vigilance at all times. Doors must be kept closed, and where needed we have high handles on doors. Gates around the school are closed and padlocked.

It is important that all staff are aware of the following procedure and that this is acted on immediately.

The Senior Leadership on site (Kingsbury or Kingsbury Cottage) will oversee the arrangements and ensure that staff are reminded of these procedures on a termly basis.

Our EVC lead is Mel Atkinson, Helen Smith, and Ruth Watkinson are backups.





## Procedures to be followed

### Absconding from School Premises

1. When a member of staff realises a child is missing they must alert their nearest colleague and take a note of the time. The nearest colleague must then alert the class team for information only if they are not already aware.
2. The staff member who first identified that a pupil has potentially absconded must make a check of the immediate areas of school.
3. If the pupil is still not found report immediately to the Headteacher/Deputy Headteacher or most senior member of staff on site.
4. The Headteacher/Deputy Headteacher (or most senior member of staff present) will coordinate the search. One member of staff from each teaching group (thereby retaining cover in each class) will be assigned to an area on foot.
  - a. These include the following:
    - i. The school building;
    - ii. The school grounds;
  - b. If the pupil is not found within 10 minutes then staff would be assigned to search
    - i. The immediate roads and pathways;
    - ii. One member of staff will be assigned to contact police;
    - iii. Two members of staff (driver and 'a pair of eyes') will be asked to check the immediate vicinity by road as detailed:

**All staff involved in a search outside the school perimeter must ensure they take a photo of the absconding pupil from the absconders file kept in the school office and have a mobile phone with the school's number stored and their staff ID badge.**

**The police would be called.**
5. The parents/carers will be notified immediately after police have been contacted.
6. Search party staff will phone school for further advice/information after 15 minutes.
7. The Headteacher/Deputy Headteacher (or most senior person) will remain in the building to co-ordinate the above.





8. Once the pupil has been found the Headteacher/Deputy Head (or most senior person) will inform all staff that the alert is over and ring the police and parents/carer to confirm the pupil has been found.
9. The incident must be recorded immediately on CPOMS.
10. Staff must be debriefed by a senior member of staff. Discuss incident and what lessons have been learnt.

## Absconding on Educational visits

1. When a member of staff realises a child is missing they must alert their nearest colleague and take a note of the time. The nearest colleague must then alert the group leader and other staff members if they are not already aware.
2. The staff member who first identified that a pupil has potentially absconded must make a check of the immediate area.
3. The visit leader must delegate and coordinate a search of the surrounding areas ensuring the rest of the group remain safe.  
**All staff involved in the search must ensure they take a photo of the absconding pupil from the going out file and have a mobile phone with the school's number, base contact mobile, and visit leaders number stored and their staff ID badge.**
4. Once the group are safe and the search is underway the visit leader must report immediately to the base contact on site giving a description of clothing and the time the absence was noted.
5. If the pupil is not found within 10 minutes the visit leader will contact the police. They will then contact the base contact at school who will inform parents/carers.
6. Search party staff will phone base contact for further advice/information after 10 minutes.
7. If the group are local, staff from within school will be sent out to support the search and help return the remaining group to school.
8. Once the pupil has been found the base contact (or most senior person) will inform all staff that the alert is over and ring the police and parents/carer to confirm the pupil has been found.  
**ALL STAFF MUST ENSURE THAT THEIR MOBILE NUMBERS ARE KEPT UP TO DATE ON THEIR STAFF CONTACT FORMS**
9. The incident must be recorded immediately on CPOMS.





10. Staff must be debriefed by a senior member of staff. Discuss incident and what lessons have been learnt.

NB. If a pupil is at increased risk of harm/injury by being followed so that a game of chase may ensue then this will have been/will be discussed with parents/carers and an alternative plan put in place which will be clearly noted in the pupil's communication and regulation plan and shared with class teams. Class teams must be familiar with each pupil in their class and their communication and regulation plan.

In the even of a serious incident involving a pupil that has absconded the Chair of Governors and where relevant the Local Authority must be informed by the Headteacher/Deputy Head.

