



Absconding procedure

Member of Leadership Team with Responsibility for Update of Policy	Headteacher
Headteacher	Jules Taylor
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Policy Review Cycle	Annually
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Information for Students and Parents

What happens if you go missing or you abscond?

When you are in our care, we are required by Law to take care of you and ensure that you are safe. Therefore, when you go missing, we must make sure we have done everything we can to find you. We need to inform your parents if you go missing or abscond from school or an activity. If we feel that you are being unsafe or are very upset, we will inform the police. If after the end of the school day we have not managed to find you, we will then contact your parents and ask them to report you missing to the police.

What is meant by “missing”?

You will be considered missing if members of staff do not know where you are

What is meant by “absconding”?

You have absconded if you deliberately go away from where you should be without telling a member of staff or without a member of staff giving you permission.

What happens when you are found?

You will be returned to a safe place and will be asked about the reasons for you going missing. This is to try and find out if anything is troubling you and to see if anyone can help. You do not have to run away to talk to someone. If you want to talk to someone outside of the school, this can be arranged. You may also be visited by a Police Officer who will check that you are back. This is called a “Safe and Well Check”. You will be able to speak to the Police Officer without any member of staff present if you wish to do so.

Will anything else happen?

If you are injured or unwell, then you will be checked by a Doctor or Nurse. Your teacher will want to talk to you about going missing. If you have deliberately run away (absconded) then the people responsible for your safety will meet to discuss ways in which such incidents can be prevented by looking at the reasons for your actions.

Remember - You have the right to use a telephone in private. If you are worried about something or just want to talk, the national ChildLine number is 0800 1111.

Note for Parents

- If a pupil cannot be located the process of search will continue until 3.30 pm or suitable/safe to the good order of the school. At 3.30 pm a senior member of staff will inform parents that their child is now deemed as ‘missing’ and parents will be advised that **they** should now contact the Police and inform them of this.
- In the event that a pupil has returned on site either after their designated transport has left, or they refuse / are too dangerous to access their designated transport, parents will be contacted and advised that they will need to make arrangements for their child to be collected from school.
- Parents will be contacted as soon as is practicable, but no later than 3:30. In the event that parents have not made arrangements for their child to be collected, the Police will be informed.
- In order to assist parents who have a distance to travel, staff members will remain on site until 4:30.
- If the pupil appears highly dysregulated/running in front of cars/ on the rail line/climbing buildings staff are to contact the police (999) immediately

Absconding Protocol Flow Chart

Staff become aware pupil has not come into their lesson/lunch/in from break.

Staff to search for pupil, they are found.
Pupil to be supported back to lesson
Or provided support.

Staff cannot find pupil in building, staff look outside on grounds.
Limit of 10 minutes.
Staff to look off site and down the lane.
Pupil is seen walking into Wem/across the fields/ spotted by public.
Parents to be informed immediately.
Staff to follow, using vehicle to track and support pupil.

Staff locate pupil and attempt dialogue

Pupil is reluctant and needs more time
staff to support pupil and reassure them
that they will support them in the Reset
Cube/Safe Space.

Pupil refuses to engage and 'runs off'.
Staff to immediately inform the school and staff follow.
School to take time and log this, informing parents.
Staff to follow at a safe distance/ or remain in car park or safe location.
This is to avoid pupil placing themselves or others at risk.
Staff to remain in contact with school.

- If there is a need to return to school, there is to be a swap of staffing if possible.
- Staff should continue to support pupils back to school, this may require periods of distance to allow for regulation.
- School to keep parents updated if the pupil fails to return or refuses to return to school with staff.
- If the pupil has not returned by taxis (3.00pm), parents are to be informed that unless pupil returns to school within 30 minutes, school will advise that parents inform the Police that their child is missing.
- If the pupil returns to school within the 30-minute window, the school may gain transportation either via a staff member or taxi.
- If the pupil is highly dysregulated this will not be possible, and parents will be expected to collect their child or arrange suitable safe transportation.