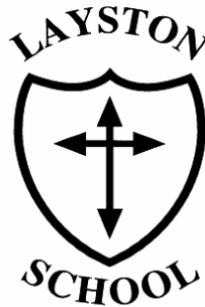




Layston C of E First School



Loving to learn, Learning to love. For every child a chance to shine

Absconding Policy

Revised
Review due

October 2021
October 2023

Policy Review

This policy will be reviewed in full by the *Governing Body* bi-annually.

The policy was last reviewed and agreed by the *Governing Body* on

It is due for review in autumn term 2023 (up to 2 years from the above date) by the *Governing Body*.

Signature

Date

Head Teacher

Signature

Date

Chair of *Governors*



Status: Non-statutory.

- 1. Aim:** We actively work to provide a secure, safe environment, a school where children want to come and enjoy learning with others as part of a caring Christian community. We recognise that it is highly unlikely that a child will try to abscond from our school but this policy is written to ensure we are ready to deal with this eventuality should it occur.

2. Policy Statement:

Pupils can be brought to school from 8.40am and must be supervised by a parent or carer until 8.50am when the whistle is blown to signal the start of the school day. Once pupils are on the playground, they are to remain on the school premises until 3.15pm (or until their club has finished) unless authorised to leave the premises as part of an organised activity etc.

School will remain a secure environment. The playground exits (when not in use) will be locked during the normal school day and when feasible, during club sessions. We recognise that for safety reasons the main exit route from the school will not be locked.

3. Roles and Responsibilities:

The Head teacher (or deputy in her absence) is responsible for all decisions made when a child absconds from school.

The class teacher or the teaching assistant (if working independently with the pupil) is responsible for caring for the child (until the child leaves the premises). They will be responsible for seeking additional help if this is felt to be necessary.

Parents/carers of pupils are responsible for supporting the work of the school. They are responsible for encouraging their children to keep to all school procedures and policies.

Once school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with the subsequent procedures and actions. This could include coming to school to help secure the safety of the child after he/she has absconded as well as meeting with the head teacher in order to agree subsequent actions.

4. Relationship to other policies:

Please also refer to the Behaviour & Discipline Policy, the Anti-Bullying Policy and the Health and Safety Policy.

Procedures:

If a pupil is suspected of leaving the school site without permission:

1. The member of staff will alert the head teacher or (in their absence) the deputy.
2. If there is no doubt that the pupil has absconded, the school will contact the pupil's parent to inform them and call the police. An allocated adult will follow the child at a safe distance.
3. If the child appears to be missing but there is no evidence that he/she has left the site, a quick but thorough search of the site should be conducted before the parents/police are informed.
4. If the pupil returns of his/her own volition, parents and (if necessary) the police will be informed.
5. If possible, the pupil who has absconded should be brought back to school the same day. The parent, child and head teacher will then discuss the issues and any consequences. This policy will be discussed. An agreement will be written, giving details of the incident and agreed actions. See Appendix A, B and C.
6. If the child absconds for a second time in the same academic year, the head teacher may consider a fixed term exclusion.

Appendix A: Agreement following a pupil absconding from school
(to be completed by the Head Teacher or Deputy and attached to Appendix B and C)

Child: Date:.....

Record of Incident:

An agreement has been reached following this absconding incident. Actions have been agreed in order to help this pupil feel happy and safe in school (Appendices A, B and C).

School will support this agreement by:

School

1.

2.

Signed: (Head Teacher / Deputy)

Appendix B: Parental Agreement

(to be completed by the parent or carer)

I have read the record of the absconding incident (Appendix A). I wish to make the following comments relating to the incident (optional):

I understand that it is always unacceptable for my child to leave the school site without permission and a repeated action of this nature might result in the school following exclusion procedures.

I understand that the following actions have been agreed in order to help my child be happy and safe in school. I know my child needs to keep to the school rules and not leave the school grounds without permission. I understand that there are agreed actions for all parties involved (see below). For my part, I will support this agreement by:

Parent

1.

2.

Signed: (Parent)

Appendix C: Pupil Agreement

(to be completed by the pupil or by an adult on behalf of the pupil)

I have read or listened to the record of the absconding incident (Appendix A).
I wish to make the following comment about the incident (optional):

I understand that it is always unacceptable for me to leave the school site without permission and a repeated action of this nature might result in the school following exclusion procedures.

I understand that the following actions have been agreed in order to help me to be happy and safe in school. I know I need to keep to the school rules and not leave the school grounds without permission. I understand that there are actions too for the school and my parents (listed below). I will support this agreement by:

Pupil

1.

2.

Signed: (Pupil)