



Griffin Primary School

Absconding Pupil Policy



1	Summary	Absconding Pupils Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	SLT			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 25.10.24			
8	Version number	1.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Behaviour Policy Exclusions Policy			
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	Autumn Term 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



Contents

1. Purpose of the policy	4
2. Definition	4
3. Procedure where a pupil, present at registration, is found to be absent from school without authorisation the following procedures should be followed:	4
4. Procedure where a pupil attempts to, or is seen leaving, the school premises without authorisation, the following procedures should be followed:	5
5. Procedure where a pupil absconds from a visit or trip, including a residential; or where a pupil attempts to leave or is seen to leave the area of a trip/residential, the following procedures should be followed:	5



1. Purpose of the policy

The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a child abscond from school.

2. Definition

To abscond is to leave without permission.

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings have a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities.

In the event of the Head of School not being on the premises the next senior member of staff on site will take over this responsibility. The most senior member of staff on site becomes the lead person in the procedures outlined below.

3. Procedure where a pupil, present at registration, is found to be absent from school without authorisation the following procedures should be followed:

- Member of staff to inform the Head of School, or member of the Senior Leadership Team (SLT) and main office. The Senior Leadership Team consists of Louise Pitts, Louise Smith, Kirsty Roantree, Tom Havercroft and Ben Atkinson.
- Head of School or member of SLT organises a search of the building and known places that the pupil may have gone to.
- If the pupil is not found, then all available staff to complete a more thorough sweep of the school and check the perimeter of the grounds.
- School office will contact parents/carers and inform them of the situation immediately. If contact is made with the parents/carers they are informed that they must report the child missing to the police, the school do not, if the child cannot be found. If the parents/carers cannot be contacted, the school will report the child missing to the police. The person reporting the child missing will gain as much information as possible from the teacher to give accurate information to the police.
- **Only when parents/carers cannot be contacted, the school office will inform the police of the situation.**
- Consideration will be given to whether the search should be extended beyond the school perimeter. This decision will be based on staff's knowledge of the child and on the levels of risk, and on what action is in the child's best interest.
- Any staff who leave the school grounds to take a mobile phone to contact school.
- Once a pupil has been found then the lead SLT member will use their professional judgement to outline the response towards the pupil and the support the pupil will need in future.
- A report will be written on CPOMS.



- Member of SLT to brief the police and parents/carers.

4. Procedure where a pupil attempts to, or is seen leaving, the school premises without authorisation, the following procedures should be followed:

- Staff must follow the pupil to the perimeter fence or gate and must try to persuade the pupil to stay in school and within the school grounds.
- If a pupil is deemed to be a high risk to themselves or other people, staff should refer to the Behaviour Policy.
- At all times, staff must be aware that active pursuit must encourage the pupil to leave the immediate vicinity of the school and may also cause the pupil to panic, possibly putting themselves at risk by running onto a busy road, for example. The child's age needs to be considered at this stage. Where possible, pupils must remain in the sight line of staff.
- If the pupil has left the immediate vicinity of the school; the Head of School, members of SLT and the main office must be contacted immediately and the lead person will direct the course of action.
- Staff will follow the pupil and engage in a local search, following the pupils at a safe distance if in view.
- The lead person may direct additional staff to join the search in a vehicle, taking a mobile phone to contact school.
- The lead person will contact the pupil's parents/carers.
- If the searching staff lose sight of the pupil, they must contact the school office and give details of their location and the clothes which the student is wearing.

If the pupil has left the immediate vicinity of the school groups and is no longer visible, the lead person will make a decision as to how to take matters further which will take into account the age of the pupils, the prevailing weather conditions, the nature of the incident which led to the pupil absconding, the pupil's previous history of being involved in episodes of absconding and their outcomes. If the pupil returns of their own volition, parents/carers and the police will be informed as soon as possible.

Upon their return to school, and when the pupil is calm, the pupil must be seen by the SLT so that the reasons for absconding can be discussed in detail. At this point, a decision will be made as to the appropriateness of further actions and an individual risk assessment will be written for the pupil.

A report will be written on CPOMS.

5. Procedure where a pupil absconds from a visit or trip, including a residential; or where a pupil attempts to leave or is seen to leave the area of a trip/residential, the following procedures should be followed:

- Staff must follow the pupil and must try to persuade the pupil to return.
- The pupil's parents and the school need to be contacted immediately.
- The police need to be contacted immediately, especially if the area is unknown.
- At all times, staff must be aware that active pursuit may encourage the pupil to leave the immediate vicinity of the area and may also cause the pupil to panic,



possibly putting themselves at risk of running onto a busy road, for example. The pupil's age needs to be considered at this stage. Where possible pupils must remain in the line of sight of staff.

- Staff will follow the pupil and engage in a local search, following the pupil at a safe distance if in view.
- The Visit Leader may direct additional staff to join the search in a vehicle, taking a mobile phone to contact school.
- The Head of School, or most senior person in school, will contact the pupil's parents/carers.
- Once a pupil has been found then the Head of School, or most senior person in school, will use their professional judgement to outline the response towards the pupil and the support the pupil will need in the future.
- A report will be written on CPOMS.
- Member of SLT to brief the police and parents/carers.

This policy will be reviewed as and when required.