



## **Gulval School Absconding Policy**

November 2016

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## 1. Mission Statement

Adventure Learning Academy Trust (ALAT) and Bright Tribe Trust (Bright Tribe) bring a new energy and approach to providing the best education for our Pupils. Through proven practices, ALAT / Bright Tribe will transform the learning of Pupils, raise standards and provide the highest quality learning environments, enabling Pupils and teaching staff to thrive and be the best. ALAT / Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT / Bright Tribe's values:

### Learn

Provide the best education for every Pupil.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

### Grow

Grow our Pupils' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

### Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

## 2. Aims

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.

## 3. Context

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 owe 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.



## 4. Procedures

**Where a pupil, present at formal registration, is found to be absent from school without authorisation the following procedures should be followed:**

- Member of staff to inform Principal or member of SLT, and main office.
- Principal or member of SLT organises search of buildings and known places that the pupil may have gone.
- 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 to phone the police when area has been fully checked if the child is not found.
- School office to contact parents/carers and inform them 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 interests.
- Any staff who leave school grounds to take 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 the future.
- A written report will be filed on the incident.
- Member of SLT to brief police and parents.

**Where a pupil attempts or is seen to be 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 the school.
- If a pupil is deemed to be a high risk to himself or other people then staff should adhere to the Positive Handling Policy with reference to holding the pupil, if appropriate.
- At all times staff must be aware that active pursuit may encourage the pupil to leave the immediate vicinity of the school and may also cause the pupil to panic, possibly putting him or herself at risk by running onto a busy road, for example.
- If the pupil has left the immediate vicinity of the school the school office Principal or SLT members 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 pupil at a safe distance if in view.
- The SLT lead may direct additional staff to join the search in a vehicle, taking a mobile phone to contact school. The SLT lead will contact the pupil's parents/carers.
- The SLT lead will contact the pupil's parents/carers.
- If the searching staff lose sight of the pupil they must contact the school office giving details of their location and the clothes which the pupil is wearing.
- If the pupil(s) has left the immediate vicinity of the school grounds and is no longer visible then the SLT will make a decision as to how to take matters further which will take into account the age of the pupil, 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 his or her return to school, and when the pupil is calm, the pupil must be seen by the SLT so that the reasons for absconding may be discussed in detail. At this point a decision will be made as to the appropriateness of further actions.
- A written report will be filed on the incident.

## 5. Monitor and Review of this Absconding Policy

The review of this policy is the responsibility of and is monitored by the Principal. This includes;

- An annual review of the absconding policy
- A review of the policy following each incident
- Liaison with staff to gather their views and inform them of any changes

Parents and pupils will also be encouraged to give their views where appropriate

This policy is monitored on a day-to-day basis by the Principal. The Principal reports to ALAT/Bright Tribe Trust and the governing body about its effectiveness.

This policy will be reviewed formally every two years and more often if there are changes to relevant legislation. The governing body monitors that these reviews take place.





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