



If a pupil attempts to abscond from the school premises then the action taken will depend upon the age, maturity, ability, emotional state or medical condition of the child.

Pupils who absent/abscond from direct staff supervision are putting themselves at risk, any action taken by staff must always be in the best interests of the child and other children.

If a pupil(s) are seen to be absconding from the school premises/grounds, then staff should take the following action:

1. Try to ascertain the reasons as to why the pupil(s) are absconding. If in earshot or close proximity, then pupils should be encouraged to come back into school. If in close proximity staff should follow and verbally encourage the pupils back to school. It may be useful to assist/encourage/cajole/negotiate/counsel the pupils into returning. (Do not chase pupils or be confrontational whilst they are near the road)
2. If a child fails to return to class or is 'out of sight' then up to five minutes should be given before deploying a member of staff (if available) to look for the pupils. Staff should check all areas of the school. If after ten minutes their whereabouts has not been ascertained, then staff should begin an Incident Form (office). Senior staff on duty should be notified as soon as possible and made aware of the absconding
3. If after fifteen minutes the whereabouts has still not been ascertained then the pupil's parents, social car (if appropriate) and the police should be notified and by the home liaison officer or if not available a member of SMT or middle manager team should do this.
4. Grantham Police should be telephoned and then faxed with information about the absconding pupil(s). The Missing Persons Form requires a description of the child and the clothes they were last seen wearing and the reason for their absconding.
5. If a pupil or pupils should attempt to leave a lesson or the academy building without staff permission, then all attempts should be made to keep the pupil in the classroom. If a pupil(s) should absent themselves then the teacher should remain with the rest of the class group and another member of staff made aware of the absconding (There may be exceptions to this e.g if a class is settled and on-task and the teacher has a particularly good relationship with the absconder etc). All absconding should be logged on an incident form and a copy placed in the pupil's file and office files.
6. Upon returning to school the dangers of absconding should be made to the pupil's and the time missed from lessons should be made up in a detention time. This time will vary and should be discussed with a senior member of staff. The parent and police should also be notified as soon as the pupil is safely back in school.

The absconding form and any other relevant information will be kept in the pupil's file.

## Greenfields Academy **Absconding Policy**

There may be changes to the pupil's safeguarding risk assessment and behaviour plan as a result of any child absconding and pastoral actions will be taken to prevent further absconding

*Greenfields Academy*

### ***Absconding Policy***

*Published: November 2018*

*Review Date: November 2019*

