



Brompton Hall School

Absconding Policy & Protocol



1	Summary	Absconding Policy & Protocol	
2	Responsible person	Danny Kenny	
3	Accountable SLT member	Danny Kenny	
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 Behaviour and Safeguarding Teams	
6	Who has been consulted and recommended policy for approval	All Staff	
7	Approved by and date	IEB – 12.06.24	
8	Version number	1	
9	Available on	Trust website	<input type="checkbox"/> Y <input type="checkbox"/> N
		Academy website	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
		SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Safeguarding Policy Restrictive Physical Intervention Policy Searching and Checking 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)	12.06.24	
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

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1. Introduction

The purpose of this policy is to set out clearly for all staff and other stakeholders, the process that will take place should a child abscond from school. 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 educational 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, which includes extended day and residential.

This policy should be followed where the staff members and the pupils were originally on school premises therefore the members of school staff have lawful control or charge of the pupil (*loco parentis*). If a student has not entered school but has been made aware of absconsion during travel to school then those with parental responsibility will be informed.

2. Procedures

We recognise at Brompton Hall School that some pupils may present significant risks related to:

- a) wanting/choosing to abscond so as not to be in school or
- b) choosing to abscond when unable to self-regulate.

When the pupil enters school, they are under the legal control of Brompton Hall School. Where a pupil attempts or is seen to be leaving the school premises without permission then the following procedures should be followed

If a pupil absconds from class any support staff must follow and keep “eyes on”. If a member of support staff is unavailable, then a member of the behaviour team should be informed immediately. Staff members should ensure they keep an accurate record of the time of different stages of the absconsion and make themselves aware of key clothing the pupil is wearing, to help locate the pupil is needed.

A) If the Pupil Remains in school

- If a pupil remains in school staff should keep “eyes on” and try to encourage them to make the right choice to return to class/ go to a time out or safe space.

**B) If the Pupil leaves the school site**

- **Staff following** should:
 - i. Inform the office so that an absconion log can be started.
 - ii. Keep eyes on the pupil, following from a distance to ensure the pupil is safe, but must not chase the pupil to avoid additional danger to the pupils.

- **Office staff** should:
 - i. Open an absconion log
 - ii. Contact parents
 - iii. Inform the Wellbeing (SN) or Behaviour Lead (AS)

- **The Wellbeing or Behaviour Lead** will:
 - i. provide additional support and guidance
 - ii. gathering up to date information about the absconion
 - iii. Keep parents/carers informed and updated
 - iv. assess the risks of the situation which may lead to:
 - Additional staff being sent out to support the situation on foot,
 - Additional staff being sent out to support the situation by car or school vehicle
 - Informing the police (if staff have not had eyes on for 15 minutes.) in such cases this decision will depend on the length of time missing and the assessed safety needs of the individual pupil, which will include the age and SEND needs of the pupil

C) Upon return to school

- **Office staff** should:
 - i. Complete and close the absconding log and record

- **The Wellbeing or Behaviour Lead** will:
 - i. Inform parents / carers / social care that the pupil has returned to site
 - ii. Inform the police if the pupil has been reported missing
 - iii. Undertake a restorative debrief with the pupil
 - iv. Meet with parents / carers / social care if required
 - v. Amend the pupils personal risk assessment

3. Monitoring

There will be ongoing monitoring of absconsions, including number and individual pupils and the information will be used to inform decision making regarding provision and readiness for free movement around school. In some cases where a pupil is new to the school, or where a recent in-school transition is in place, there may be a period of 'settling in' before longer term plans are put in place, due to the need to often establish boundaries and understand anxiety needs.

April 2024



Absconding Protocol

A pupil is classes as absconding when they leave the school premises e.g. they leave the schools grounds.

STAFF

If a pupil absconds from class, Staff must follow.
If the pupil then absconds from the school site, staff must;

INFORM ADMIN IMMEDIATELY

Note: time, clothing, direction they were heading, anything they were carrying

ADMIN STAFF

ADMIN IMMEDIATELY

1. Inform parents / carers / social care.
2. Open absconding log
3. Open absconding record

STAFF & ADMIN

Pupil remains in sight of staff.

4. **DO NOT RUN AFTER THE PUPIL** (staff to use judgement & knowledge of the pupil)
5. Staff to keep eyes on and update admin regularly.
6. If possible, verbally encourage pupil to return to site.
7. Keep school regularly updated so that this can be relayed to parents/carers / social care.

ADMIN, WELLBEING & BEHAVIOUR STAFF

Pupil is out of sight of staff.

4. Admin to inform the Wellbeing (SN) or Behaviour Lead (AS)
5. Keep school regularly updated so that this can be relayed to parents/carers / social care.
6. SN or AS gather information of absconsion and act appropriately.
7. SN or AS must inform the police after 15 minutes
8. Add police log number to absconding log
9. Update parents / carers / social care regularly.
10. When staff have eyes on again they must inform SN or AS immediately who will then contact parents / police.

STAFF, ADMIN, WELLBEING & BEHAVIOUR STAFF

1. Inform admin or wellbeing & behaviour staff immediately.
2. Admin or wellbeing & behaviour staff to inform parents / carers / social care that pupil has returned to site.
3. Wellbeing & behaviour staff inform the police if pupil has been reported missing.
4. Complete and close absconding log and record
5. Behaviour team and teacher undertakes a restorative debrief with pupil.
6. Meeting with parents / carers / social care if required.
7. Amendments made to pupils personal risk assessment