

# All Saints' Church in Wales Primary School



*Together Everyone Achieves More*

## Abscending Policy

**Headteacher:** Mrs Eleri Williams

**Chair of Governors:** Mr John Caddick

**Signature:** .....

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*The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's right but also model rights and respect in all relationships. This policy is linked to:*

**Article 3:** *Everyone who works with children should always do what's best for each child*

**Article 6:** *You have the right to grow up to live and grow up to be healthy*

**Article 28:** *Your right to learn and to go to school*



# All Saints' Church in Wales Primary School

## Absconding Policy

### Purpose

To ensure that all children at All Saints' C/W Primary School are safe and to promote the welfare of all children.

### **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 activities.

It is important for us, as a school, to maintain a caring, welcoming ethos which establishes a safe, secure and stable environment to enable pupils to grow, develop and learn. Accordingly, we must take reasonable steps, through our pupil management and staff training programme, to minimise the likelihood of positive handling becoming necessary in the case of one or more pupils absconding.

### Actions

- The school site will be as secure as possible.
- Children at risk of absconding will have a risk assessment.
- Parent / carer details will be kept up to date in the school office.

### Where a pupil is found to be absent from the school site:

- A member of staff is to inform the Headteacher, the members of SLT and staff in the main office.
- The Headteacher or member of SLT will organise a search of the school building and known places that the pupil may have gone to.
- If the pupil is not found, then all available staff will complete a more thorough sweep of the school and check the perimeter of the grounds.
- A member of SLT or office staff will immediately inform the parents/carers if a pupil leaves the school. If the pupil is Looked After, then the Social Worker will also be informed at this time. Parents will always be kept updated.
- An adult will inform the police (101) if the adult has not been able to contact the parents/carers and the pupil is gone for more than 10 minutes.
- If the school has not been able to contact the parents/carers then they will contact Children's Services after 10 minutes (029 2053 6490 if the pupil has no Social Worker or 029 2053 6400 if the pupil has a Social Worker).

- 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 any active risk assessment. Staff will liaise with the police at all times.
- Where ever possible any member of staff who leaves the school, grounds will take a mobile phone in order to keep in contact with the school. Where possible staff should be accompanied by another member of staff.
- Once the pupil has been found then the Headteacher and other SLT members will use their professional judgement in the response towards the pupil and the support the pupil will need in the future.
- The Headteacher will discuss the absconding with the child, parents/carers, together with the consequences of their actions.
- Headteacher or SLT member to brief police as required.

The pupil's risk assessment will be reviewed.

A written report will be completed about the incident.

#### **Where a pupil is seen to leave the school site:**

- If possible staff should persuade pupil to stay or return to school.
- If pupil leaves the school premises, an adult will keep them in sight as far as possible.
- An adult will **immediately** inform the parents/carers if a pupil leaves the school and if the pupil is Looked After, then the Social Worker will also be informed at this time. Parents will always be kept updated.
- An adult will inform the police (101) if the adult has not been able to contact the parents/carers and the pupil is gone for more than 10 minutes.
- If the school has not been able to contact the parents/carers then they will contact Children's Services after 10 minutes (029 2053 6490 if the pupil has no Social Worker or 029 2053 6400 if the pupil has a Social Worker).
- Staff must follow the pupil but staff must also be aware at all times 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 them at risk, for example by running on to a busy road.
- De-escalation techniques (see Appendix 1) must be attempted. In such stressful circumstances it is important that staff remain as calm and collected as possible.
- If a pupil is deemed to be a high risk to themselves or other people then staff should adhere to the Use of Reasonable Force Policy with reference to holding the pupil, if appropriate.
- Where ever possible any member of staff who leaves the school grounds will take a mobile phone in order to keep in contact with school. Where possible, staff should be accompanied by another member of staff. Staff will follow the pupil at a safe distance and keep the pupil in view.

- If the staff lose sight of, or are concerned for the safety of the pupil or themselves, they must contact the school office giving current details of their location and the clothes the pupil is wearing.
- Once the pupil has been found then the Headteacher and other SLT members will use their professional judgement in response towards the pupil and the support the pupil will need in the future.
- The Headteacher will discuss the absconding with the child, parents/carers, together with the consequences of their actions.
- The pupil's risk assessment will be reviewed.
- A written report will be completed about the incident.

### **After all absconding incidents school will:**

- Keep all colleagues informed and discuss the incident in staff briefing sessions.
- Review procedures for the individual every half term to ensure appropriate control measures are in place and that staff are fully informed.
- Review site security and the Absconding Policy.
- Inform governors at every full Governing Body meeting about any incidents of absconding.

### **Equality Impact Statement**

At All Saints' C/W Primary School, we recognise and celebrate the fact that British and Welsh society is made up of people from diverse backgrounds and life experiences and as such, seek to reflect this in all of our school policies. In accordance with the Equalities Act 2010 our policies and learning and teaching strategies fulfil the duties to promote equality for people with protected characteristics, and embed fairness and equality at the heart of our school community and in all aspects of our school plans and policies. Through this policy we seek to:

1. Eliminate discrimination, harassment and victimisation.
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

At our school, we aim to provide a happy, caring environment in which all children can feel confident and able to learn. We seek to foster an environment of mutual respect and support between all staff, pupils, parents and carers and the wider community and this is reflected in the content of each policy.

The school values and encourages involvement of people from all sections of the local community and through this involvement aims to provide positive images, role models and opportunities that challenge stereotyped thinking.

## **Appendix 1**

### **De-escalation Techniques**

1. Be Empathic and Non-judgmental.
2. Respect Personal Space.
3. Use Nonthreatening Non-verbals (body language and facial expressions).
4. Distraction
5. Avoid Overreacting.
6. Avoid making demands.
7. **Focus** on Feelings – validate feelings not actions.
8. Ignore Challenging Questions.
9. Set Limits.
10. Choose Wisely What You Insist Upon