

The Levett School



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Absconding Procedure

<i>Policy agreed by Governors on:</i>	8 th March 2022
<i>Review date for Governors:</i>	8 th March 2024
<i>Allocated Group/Person to Review:</i>	Claire Whitehead
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Year
<i>Last Review date:</i>	7/10/2022

The Levett School, Melton Road, Sprotbrough, Doncaster, DN5 7SB
Upper School, Lansdowne Road, Intake, Doncaster DN2 6QN



Doncaster
Council

Updated procedures from 7th October 2022 until further notice – please see Appendix 1 & 2

Absconding policy and procedures

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

- Staff should calmly and positively try to persuade the pupil to stay in the school.
- If a pupil leaves the school site, the school office, Head teacher or SLT members must be contacted immediately and the lead person will direct the course of action.
- It would not normally be appropriate to use Positive handling to restrain the pupil. However, if a pupil is deemed to be a risk to themselves or others and provided staffing numbers allow, then the positive handling procedures should be followed and recorded.
- If the pupil (s) has left the school site, or their whereabouts are unknown, the SLT lead will contact by telephone.
 - 1) The Police, if appropriate
 - 2) The pupil's parent/carer
 - 3) Social Services if the pupil is in care.

At this point the incident automatically becomes a Safeguarding incident and must be recorded on the schools behaviour recording system CPOMS.

- If the pupil returns of their own volition, as soon as staff are aware of this, they will contact those persons who had been previously informed (again times of calls to be noted and calls followed up by written confirmation)
 - Upon his/her return to school; and when the pupil is calm, the pupil must be seen by an appropriate person (this may be his/her key worker, the lead person from SLT or the Safeguarding lead) so that the reasons for absconding may be discussed in detail. This may be on a subsequent day (A written record of the discussion should be made and key learning points identified). The student's individual risk assessment will be updated by class team, to reflect the absconding risk.
- The incident will be recorded appropriately as a Safeguarding incident and will be reviewed by SLT and Safeguarding lead to consider if any further action needs to be taken, which will subsequently be shared with parent/carers and other professionals.

Appendix 1

Following recent issues with pupils absconding at both sites the following procedures should now be followed:

Lower site pupils (KS2): Due to the age, emotional state and proximity to Melton road, lower site children should be followed at a safe distance - walking and not running, so as not to further heighten the child.

Get a message to the office to inform parent/carer.

Keep eyes on where possible and offer verbal encouragement to return to site.

Only go in for a hold if the child is at significant risk to themselves e.g. about to run in front of a vehicle.

Try to update office with your location.

If the child is not returning within a few minutes or is going much further away from school, the office will ask parent/carer to attend to support and suggest that they report their child as missing via 101

If the child returns to school, the office will inform parent/carer of their return and that someone from class team will phone to discuss the event in detail later in the day - class team must ensure that this is done

Pupil risk assessment must be updated by class team and appropriate steps built in to reduce the risk of absconding.

Upper site pupils (KS3): Due to the older age of the pupils and the school being based away from major roads, staff will not follow pupils off site. Instead, staff will observe remotely, whilst remaining on site. (walk around the interior of the perimeter fence to determine their direction of travel)

Update the office with this information.

The office will inform parent/carer of the choice made by their child to leave site and that staff are observing remotely. Parent/carer to be informed of the approximate direction of travel of their child.

Once a pupil goes out of site of staff, the office should inform parent/carer that this is the case and suggest that they may wish to come to Intake or the surrounding area to look for their child or report their child as missing via 101.

If the child returns to school, the office will inform parent/carer of their return and that someone from class team will phone to discuss the event in detail later in the day - class team must ensure that this is done

Pupil risk assessment must be updated by class team and appropriate steps built in to reduce the risk of absconding.

Appendix 2.

Parental Agreement (To be completed by the parent or carer)

- I have been informed of the absconding incident.
- I wish to make the following comments relating to the incident (optional):

- I have read the Absconding procedure and policy.

I understand that it is always unacceptable for my child to leave the school site without permission in line with safeguarding my child. **A repeated action of this nature might result in the school following exclusion procedures or an alternative learning package offered in order to keep your child safe.**

I understand that the following actions have been agreed in order to help my child be happy and safe in school.

Please state below actions:

I know my child needs to keep to the school rules and not leave the school grounds without permission.

I understand that there are agreed actions for all parties involved. For my part, I will support this agreement by encouraging my child to comply.

Parent Signed: _____ (Parent) Date: _____