

The Levett School



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Absconding Procedure

<i>Policy agreed by Governors on:</i>	12 th November 2019
<i>Review date for Governors:</i>	June 2021
<i>Allocated Group/Person to Review:</i>	Claire Whitehead
<i>Agreed frequency of Review, by allocated person:</i>	Every Year
<i>Last Review date:</i>	05/10/20

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



Doncaster
Council

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
 - 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 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.

The incident will be reviewed by SLT and Safeguarding lead to consider if any further action needs to be taken.

Date of Policy: Nov 2019 Date of Review: Nov 2020