



Absconding Policy & Procedure

Name of setting: Academix Learning Limited

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Policy review dates and changes:

Review Date	By Whom	Summary of Changes Made	Date Implemented

Absconding policy and procedures

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

- Staff should calmly and positively try to persuade the pupil to stay on the premises.
- If a pupil leaves the site, the AP Lead and Designated teacher must be contacted immediately, and the lead person will direct the course of action.

However, if a pupil is deemed to be a risk to themselves or others and provided staffing numbers allow, then Team Teach procedures should be followed and recorded.

If the pupil (s) has left the site, or their whereabouts are unknown, the AP lead will contact by telephone.

- The Police, if appropriate.
- The pupil's parent/carer.
- Social Services if the pupil is in care.

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

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 the setting; and when the pupil is calm, the pupil must be seen by an appropriate person (this may be his/her key worker 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.

Due to being near a main road and a body of water, 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 other staff 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.

Try to update the staff member on site with your location.

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

If the child returns to setting, we will inform parent/carer of their return and that someone will phone to discuss the event in detail later in the day - staff must ensure that this is done.

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

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 Academix site without permission in line with safeguarding my child.

A repeated action of this nature might result in Academix working with the school to arrange a support plan 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 setting.

Please state below actions:

I know my child needs to keep to Academix rules and not leave the 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: _____