

ABSCONDING POLICY

September 2025

Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.2025.

It is due for review on 01.09.2026 (up to 12 months from the above date).

Signature (CEO):



Date: 01.09.2025

Signature (COO):



Date: 01.09.2025

Version Control

Version	Date	Changes
V1	01.09.2025	Original document

The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a student abscond from EDIT Education. To abscond is to 'leave without permission'. EDIT Education actively work to provide a secure, safe environment where young people want to come to enjoy learning with others as part of a caring community.

EDIT Education publishes to parents/carers the time at which students are expected to be on the premises under the supervision of a member of staff. Once students are in the care of staff on the premises, they are to remain on the premises until the end of the provision day (or until their session has finished) unless explicitly authorised to leave the premises as part of an organised activity.

Roles & Responsibilities

- a) The Head of Centre is responsible for all decisions made when a child absconds from provision
- b) Parents / carers of students are responsible for supporting the work of the provision. They are responsible for encouraging their children to keep to all provision procedures and policies.
- c) Once EDIT Education has informed the parents/carers that their child has absconded, parents and carers are responsible for actively supporting the provision with the subsequent procedures and actions. This could include coming to provision to help secure the safety of the child after he / she has absconded as well as meeting with the Head of Centre (or other staff member) in order to agree subsequent actions.

Procedures

If a student is suspected of leaving the provision site without permission:

1. The member of staff will alert the Head of Centre or Deputising Teacher.
2. If the child appears to be missing but there is no evidence that he / she has left the site, a quick but thorough search of the site should be conducted before the parents/police are in- formed.
3. If there is no doubt that the student has absconded, the provision will contact the student's parent/carer to inform them. It is the parent/carer's responsibility to call the police. Staff will assess whether it is safe to follow the student offsite. However, staff will not chase the student as this could lead to the student wandering further afield, acting impetuously or causing a traffic accident putting them at greater risk of harm.
4. If the child is within an easy distance of the provision, staff will assess whether it is safe to engage in conversation. Staff will be mindful that the child may be in a distressed state and unable to act in a controlled manner.
5. If the student returns of his/her own volition, parents/carers and (if necessary) the police will be informed.
6. If possible, the student who has absconded should be brought back to provision the same day. Failing that and should it be possible, the student will taken home.
7. When the student is back in provision or at home and is in a calm state, the parent/carer, child and relevant member of staff will discuss the issues and

any consequences. There will be a one-day suspension for absconding for provision premises.

8. If the student absconds for a second time in the same academic year, a range of measures will be put in place in collaboration with the child's parents/carers.
9. EDIT Education staff will update student folder and amend risk assessment.

The above procedures may be adapted according to individual circumstances.