



## Aviemore Primary School – Absconding Policy

### **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 led activities.

### **Where a child, present at formal registration, is found to be absent from school/class without authorisation the following procedures should be followed:**

1. Member of staff to inform headteacher or member of SMT and main office.
2. Headteacher or member of SMT organises search of buildings, playground and known places that the child may have gone.
3. School office to phone the police when area has been fully checked if the child is not found within 10 minutes of being reported missing.
4. School office to contact parents/carers and inform them of the situation.

Staff may continue searching out with the school perimeter until police arrive and afterwards if instructed to do so by police. Any staff member who leaves the school grounds must take a mobile phone to contact school.

Once a child has been found then the lead SMT member will use their professional judgement to outline the response towards the child and the support needed in the future, via a risk assessment.

1. A written report will be filed on the incident and recorded on Seemis.
2. A member of the SMT will brief the police and parents.

### **Where a child attempts or is seen to be leaving the school premises without authorisation the following procedures should be followed:**

1. Staff must follow the child to the perimeter fence or gate and must try to persuade the child to stay in school.
2. If a child is deemed to be a high risk to himself or other people then staff should adhere to the De-escalation/Care and Control Policy (CALM) with reference to holding the child, if appropriate.
3. If the pupil has left the immediate vicinity of the school, the school office, headteacher or SMT members must be contacted immediately and the lead person will direct the course of action.
4. Staff will follow the pupil and engage in a local search, following the child at a safe distance keeping in view. If the searching staff lose sight of the child they must contact the school office giving details of their last known location.
5. The SMT lead or school office will contact the child’s parents/carers. If parent/carers cannot be contacted immediately, the police will be informed.
6. If the pupil returns of their own volition, parents/carers and the police will be informed as soon as possible.

Once a child has been found then the lead SMT member will use their professional judgement to outline the response towards the child and the support needed in the future, via a risk assessment.

1. A written report will be filed on the incident and recorded on Seemis.
2. A member of the SMT will brief the police and parents.