

Absconding Policy

Forest Skies Federation



Approved by:	Governing Body Miss N Haughton Miss J Bingwa Mr M Davies	Date: November 2024
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The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a child abscond from school.

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 pupil, present at formal registration, is found to be absent from school without authorisation the following procedures should be followed:

Member of staff to inform Headteacher or member of SLT, and main office.

Headteacher or member of SLT organises search of buildings and known places that the pupil may have gone to.

If the pupil is not found, then all available staff to complete a more thorough sweep of the school and check the perimeter of the grounds.

- School office to phone the police when area has been fully checked if the child is not found.
- School office to contact parents/carers and inform them of the situation.
- Consideration will be given to whether the search should be extended beyond the school perimeter. This decision will be based on staff's knowledge of the child and on the levels of risk, and on what action is in the child's best interests.
- Any staff who leave school grounds to take mobile phone to contact school. No staff member will go alone.
- Once a pupil has been found then the lead SLT member will use their professional judgement to outline the response towards the pupil and the support the pupil will need in the future.
- A written report will be filed on the incident.
- Member of SLT to brief police and parents.

Appendix 1 - Example School Procedure if a child is missing / absconds.

Staff member informs SLT / Head that pupil is possibly missing / absconding
Staff check location of pupil / if pupil still on premises by:

