

# Ysgol Maes y Felin

## “Achieve Excellence, Exceed Expectations”



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# Absconding Policy

Date policy approved and adopted:	October, 2022
Reviewed by:	Governing Body
Review frequency:	Annually
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### Accessible Formats:

This document is available in English and Welsh in Microsoft Word and PDF formats in Ariel font size 12 as standard. This document is also available in large print. To request a copy of this document in an accessible format, contact Mrs. Debbie Dickinson (01352) 711366.



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## **1. PURPOSE**

The purpose of this non-statutory policy is to set out clearly, for all stakeholders, the process that will take place should a child abscond from school.

## **2. DEFINITIONS**

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 activities.

'School' is limited to the gated area surrounding the primary school playground and field.

'School Site' is the gated area including the car park, 3G football pitches and high school.

## **3. ACTIONS**

- The school site will be as secure as possible
  - All external gates not required for access will be locked at the agreed times.
  - All external doors will be closed.
  - Only allocated adults are to use a swipe card.
  - Children moving around the building will be accompanied by an adult.

#### **4. WHERE A PUPIL IS FOUND TO BE ABSENT FROM THE SCHOOL SITE**

- A member of staff will inform the Head or Deputy Headteacher.
- A member of staff will inform staff in the office.
- SLT will organise a search of the school building.
- All available staff will complete a thorough sweep of the school and check the perimeter of the grounds.
- A member of SLT or office staff will inform parents/careers. (if the child is a looked after child(LAC), they will also inform designated social worker.
- If parents/ social worker cannot be contacted or more that 10 minutes passes, SLT or office staff will contact the police using the non-emergency number 101.
- SLT and office staff will liaise with parents and the police and conduct a search of the wider area if necessary.
- All staff who leave the school grounds will take a mobile phone with them and, where possible, be accompanied by another member of staff.
- Once the pupil has been found, SLT will use their professional judgement in the response towards the pupil with a view to ensuring their safety.

#### **FOLLOWING THE SAFE RETURN OF THE CHILD**

- A written report will be created by the staff member involved outlining the incident, any triggers and next steps (see appendices)
- SLT will discuss the incident with parents/social worker and the child.
- Pupil's risk assessment will be reviewed.
- Staff involved will be offered a reflective debriefing.

#### **5. WHERE A PUPIL IS SEEN TO LEAVE THE SCHOOL SITE**

- An adult will keep them in sight as far as possible
- A member of staff will inform the Head or Deputy Headteacher.
- A member of staff will inform staff in the office.
- SLT will follow the pupil (on the school grounds) at a distance to avoid further escalation.
- Pupil's risk assessment will be followed and de-escalation techniques will be used (see appendix)
- A member of SLT or office staff will inform parents/careers. (if the child is a looked after child(LAC), they will also inform designated social worker.
- If parents/ social worker cannot be contacted or more that 10 minutes passes, SLT or office staff will contact the police using the non emergency number 101.

## Absconding Policy

- SLT and office staff will liaise with parents and the police
- All staff who leave the school building will take a mobile phone with them and, where possible, be accompanied by another member of staff.
- Once the pupil has been found, SLT will use their professional judgement in the response towards the pupil with a view to ensuring their safety.

### **FOLLOWING THE SAFE RETURN OF THE CHILD**

- A written report will be created by the staff member involved outlining the incident, any triggers and next steps (see appendix)
- SLT will discuss the incident with parents/social worker and the child.
- Pupil's risk assessment will be reviewed.
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**APPENDICES TO THE POLICY**

**APPENDIX 1 – Follow Up Report**

Name of Pupil:

Date:

An outline of the incident (please include time of day, staff involved and how the issue was resolved):

Triggers prior to the incident occurring:

Action following the incident:

Signed by Head/Deputy Headteacher \_\_\_\_\_

Signed by Parent: \_\_\_\_\_

## **APPENDICES TO THE POLICY**

### **APPENDIX 2 – De-escalation Techniques**

Use TEAM TEACH de-escalation techniques

Use restorative language (avoid asking why)

- ✓ Move calmly
- ✓ Make simple, clear statements to the pupil
- ✓ Keep your voice quiet, firm and assured
- ✓ Give the pupil space
- ✓ Offer comfort, reassurance