

## **Maple Medical PRU - Absconding Policy and Procedures**

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

- Staff should try to persuade the pupil to stay in the school.
- If a pupil leaves the school site, the school office, Head teacher or SLT members must be contacted immediately and the lead person will direct the course of action.
- On the rare occasion that a pupil is deemed to be a risk to themselves or others or are destroying property, provided staffing numbers allow, then the positive handling policy with reference to holding pupils should be adhered to if appropriate
- The SLT lead will contact the pupil's parent/carer and advise them to contact the Police if they consider their son/daughter to be at high risk. If we consider the pupil to be high risk but the parents/carers do not, then we will contact the police ourselves.
- If the pupil (s) has left the school site (may still be on site but no longer visible), then the SLT will make a decision as to whether to take matters further which will take into account the age of the pupil, the prevailing weather conditions, the nature of the incident which led to the pupil absconding, the pupil's previous history of being involved in episodes of absconding and their outcomes. Parents will always be contacted if a pupil leaves site/is thought to be still on site but cannot be located.
- If the pupil returns of their own volition and staff are aware of his/her return, parents/carers and, (via parents/carers if they have contacted them), the police will be informed as soon as possible.
- Upon his/her return to school; and when the pupil is calm, the pupil and parents must meet with the SLT so that the reasons for absconding may be discussed in detail. This may be on a subsequent day. At this point, a decision will be made as to the appropriateness of further actions.
- The incident will be recorded on SIMs and a written report filed.
- If a pupil has a personal plan in the event of absconding, then this is adhered to.
- At the Hospital School, if a pupil absconds from the classroom, the ward must be checked immediately to see if he/she has returned to bedside. If this is not the case teachers must inform ward staff and a search will take place in the local area within the hospital. If the pupil is not found security are alerted to search wider afield and if necessary police are informed. A report must be completed on Datix (the electronic reporting system at the Hospital School) explaining what happened.

NB There is new security fencing around reception which can contain an abscondee. Also if there is a known risk then reception entrance will be locked with a fob entrance.

**Date of Policy** November 2021

**Date of Review** November 2023

**Signed**

**Head**.....

**Chair (MC)**.....