



### **Our School Christian Vision**

With thankfulness, courage and love,  
we strive to improve heart and mind.

At Chilton Foliat Primary School we honour our educational heritage, supported by a strong Christian ethos. We strive to provide a diverse education that inspires children to develop a **thirst for knowledge**. This is delivered in a safe, supportive and nurturing environment promoting self-discipline, motivation and excellence in learning.

We encourage strong partnerships and positive relationships amongst pupils, parents, carers, staff and the wider community.

## **Absconding Policy**

**Policy and Procedure for pupil at risk of leaving school premises  
unaccompanied/without permission/in an emotional state**

<b>Date Reviewed</b>	March 2023
<b>Review Period</b>	Annually/ <b>2 Yearly</b> /Readopted/Other
<b>Review Body</b>	Headteacher

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**1. Status:** Non-statutory

**2. Aim:** We actively work to provide a secure, safe environment, a school where children want to come to enjoy learning with others as part of a caring community. We recognise that it is highly unlikely that a child will try to abscond from our school but this policy is written to ensure we are ready to deal with this eventuality should it occur.

**3. Policy Statement:**

a) Pupils should be brought to school by 8.45am when the main entrance gate is unlocked. Pupils should be taken by their parents/carers onto the playground and supervised until the bell rings at 8.50am. Any children attending Breakfast Club will be escorted by their play leaders to the playground at the same time. At 8.50am, the children will be collected from the playground by their class teachers. Once pupils are in school, they are to remain on the school premises until 3.20pm (or until their club has finished) unless authorised to leave the premises as part of an organised activity etc.

b) School will maintain a secure environment. All gates will be locked during the normal school day and during after school club sessions. All attempts will be made to support all children so that they feel happy and safe at school.

**4. Roles and Responsibilities:**

a) The head teacher (or deputising teacher in her absence) is responsible for all decisions made when a child absconds from school.

b) The class teacher or the teaching assistant (if working independently with the pupil) is responsible for caring for the child (until the child leaves the premises). They will be responsible for seeking additional help if this is felt to be necessary.

c) Parents/carers of pupils are responsible for supporting the work of the school. They are responsible for encouraging their children to keep to all school procedures and policies.

d) Once the school has informed the parents that their child has absconded, parents and carers are responsible for actively supporting the school with the subsequent procedures and actions. This could include coming to school to help secure the safety of the child after he/she has absconded as well as meeting with the head teacher in order to agree on subsequent actions.

e) For the purposes of this policy, school premises include all the land and buildings which are fenced in and protected by locked gates. Any land or buildings accessed beyond these boundaries are not school premises, including the car park.

**5. Procedures**

- a) If a pupil has been identified at risk of leaving school premises, all members of relevant staff must read the risk assessment in relation to this risk. The headteacher will inform the staff members concerned.

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- b) If a pupil makes an attempt to leave the classroom or school premises, the member of staff must give clear verbal instruction to the child stating that he/she should stop and not leave the site.
- c) The member of staff will alert the headteacher or (in her absence) the deputising teacher. If the pupil(s) has left the immediate vicinity of the school grounds and is no longer visible then the SLT will make a decision as to how to take matters further which will take into account the age of the student, 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.
- d) The school must ensure that there is a reliable communication system in place within the school, to allow contact with the school office and/or headteacher/senior teacher.
- e) 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 informed.
- f) If there is no doubt that the pupil has absconded, this becomes an emergency situation. The school will contact and inform both the police and the pupil's parents to inform them. Staff can watch from a distance but will not chase or follow the pupil as this could lead to the pupil wandering further afield, acting impetuously, or causing a traffic accident.
- g) If the child is within an easy distance of the school, staff can watch from a distance but must not try to engage in conversation as the child might be in a distressed state and unable to act in a controlled manner. This would mean there is still the potential for traffic accidents.
- h) If the pupil returns of his / her own volition, parents and (if necessary) the police will be informed. Upon his or her return to school, and when the student is calm, the student must be seen by the SLT so that the reasons for absconding may be discussed in detail. At this point, a decision will be made as to the appropriateness of further actions. A written report will be filed on the incident.
- i) If possible, the pupil who has absconded should be brought back to school the same day. The parent, child and head teacher will then discuss the issues and any consequences. An agreement will be written, giving details of the incident and agreed actions.

March 2023

This policy will be reviewed in two years.

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