



Clifford Holroyde SEN School

Absconding from School Policy

(2023-24)

Policy in the event of a pupil absconding from school 2023-24

Introduction

Clifford Holroyde SEN School is a child safe school that will do everything within reason to ensure that the safety and well-being of pupils is met at all times. In the event of a pupil going missing from School, the procedures set out in this policy must be followed.

Implementation

If the child cannot be found on the grounds, or is known to have left the school premises, then a member of SLT / Safeguarding Team should be informed.

If the pupil who has gone missing remains missing for a period of twenty minutes (or less, dependent on age / perceived level of vulnerability), the pupil's parent / carer should then be informed by telephone. Parents should be advised and an agreement made whether to contact the police and report the child missing.

If the pupil is a 'Child Looked After' (CLA) by the Local Authority, the school should then notify their social worker / duty team and the police on 101. The member of staff should be able to inform the police about the following details:-

- Particulars of child (i.e. name, d.o.b., home address, etc)
- Description of child and what they were wearing.
- Details of any health considerations of the child.
- Any relevant antecedents as to why the child may have run away and, possible destinations to which the child might be heading.

*If a pupil absconds from school but is **not** a 'Child Looked After' by the Local Authority, then school is duty bound to ensure that his parent / carer / adult with parental responsibility is informed, then they may decide to contact the police themselves regarding his age / perceived level of vulnerability,*

In the event that the pupil who has gone missing is not a 'Child Looked after' by the Local Authority, but deemed to be at serious risk to themselves or others then school should report to the police.

In the event of a pupil being seen leaving the school grounds, any member of staff that is present should try to encourage that child to return to school. Should that fail, the member of staff should return to the school office so that school's procedures for notifying parents can be implemented.

Pupils considered at risk and in need of being reported to the police after missing from school:

- All pupils who are looked after by the Local Authority (CLA)
- Pupils who are known to have a child protection plan
- Pupils who are known to self-harm
- Pupils who have not taken prescribed medication (e.g. ADHD medication)
- Any other pupils who are considered to be at risk of harm to themselves or others
- Pupils vulnerable to exploitation

Pupils who do not fall into any of these categories should not be reported to the police by school staff, as school has been directed by Merseyside Police to report only those pupils who go missing that fall into the above 'at risk' groups. However, pupils not considered 'at risk' should be reported to parents who have the duty to inform police if required.

Police log numbers and details of absconding incident should be recorded on IRIS.

If a pupil goes missing from school, but returns before the end of the school day, school reserve the right to decide if that pupil's behaviour is appropriate to access school arranged transport. If school decides that any pupil's behaviour is not appropriate for travelling via school arranged transport, then parents / carers will be notified of this.

Signed: Headteacher

Policy updated: March 2024

To be reviewed: March 2025