

Absconding Students Policy	
Person Responsible:	Principal
Date of Policy:	January 2024
Next review date:	January 2026 *
Rationale	
Within Great Oaks College, there is a small proportion of students who may attempt to abscond within the college day.	
Aims	
To identify the definitions of students that are able to make an informed choice to leave site and those for that it would pose a safeguarding concern for them to leave site without support. The policy will outline what action should be taken if a student is suspected to have absconded and what action should be taken if this is confirmed.	
Roles, Responsibilities and Procedures	
<p>The class teacher: The class teacher is responsible for ensuring all students have up to date risk assessments and PHPs and that all new information is shared with the class team, Pathway and the Deputy Principal . The Class teacher will ensure these documents are shared with parents and that strategies to safeguard their young person are agreed on an annual basis (normally the start of term or if changes are made).</p> <p>Classroom Support Staff: Support staff are responsible for reading and following strategies recommended on PHPs and Risk assessments for all students that they work with. Support staff should raise an immediate alarm if they believe a student may have absconded.</p> <p>Senior Leaders Senior leaders have an oversight and quality control of the documents produced by class teachers. Senior leaders have a responsibly to escalate responses to students absconding as necessary. Senior Leaders have the responsibility to ensure that the college has procedures that can be followed by staff in the event of an absconding student.</p> <p>College admin/reception team Issuing zone checks when instructed to Follow procedures as detailed below</p> <p>School admin reception team To support the college admin team to access CCTV To issue a school Zone check if required</p>	

Definition of an absconding student:

A student that has intentionally or unintentionally left the College site or the group (if off site), without permission, informing a staff member or having the mental capacity to make safe informed choices about their actions.

Protective measures to prevent a student from absconding:

On site, all exits are fobbed, this includes the main exit from the college and the school and then a gate to get into the car park area.

There is a high staff to student ratio within the college.

Students that have a history of absconding have at least 1:1 support at all times. This behaviour is also noted on their individual risk assessment and behaviour plan. When off site, community visits are staffed in line with the needs of the students. Teachers complete risk assessments that are approved by senior leaders. In exceptional circumstances, should a student be known to demonstrate a high-level risk of absconding, they will access 2:1 support in the community.

Should a student go missing onsite or abscond from being onsite

Call College reception and ask them to Issue a College zone check announcement
All college staff will then check their zones

This announcement will be made two more times

If the student has not been located within 5 minutes go to the school reception and ask them to Check CCTV of bus park and site exit gates

Ask the school reception to send a whole site zone check, college reception will email a photo of the missing student to both school and college staff

If confirmed a student has left the site:

College admin will inform SLT immediately

College admin will call police and Parents

A member of SLT will organise a search party to go into the local area

At an appropriate time, the Principal or their delegate will inform the Lado, social services and the Local Authority of the incident.

Should a student abscond when off site

1 Inform the venue (if appropriate) and call the police

2 Call college reception who will inform SLT and Parents/carers

3 Emergency responder from college SLT and 2-3 staff to go offsite to support search

All other students on the outing will either find a safe place to wait for more support to return to site or, if there is a safe staff ratio they will return to college as soon as it is safe to do so.


At an appropriate time, the Principal or their delegate will inform the Lado social services and LA.

After the event

All staff involved in the incident will meet to debrief to understand how the situation happened and what measures need to be put into place to prevent it happening again. This may include completing risk assessment, exploring staff ratios or looking at individual behaviour plans.

A report of the incident will be written using this information.

An internal investigation may need to take place if it is thought that there had been negligence or misconduct by staff members.

Approved by Board of Trustees	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	23/7/2024

- Review was changed to 3 yearly – new review date is Jan 2027 (confirmed by NT in Autumn 24)