



## **PUPIL LEAVING THE SCHOOL SITE WITHOUT PERMISSION POLICY**

**To be read in conjunction with:**

- Promoting Good Behaviour & Discipline Policy

**Headteacher: Mark Jeffries.**

**Head of Education: Kay Park**

**Chair of Governors: Craig**

**Ribbons**

**Policy Review Date: October 2022**

**This policy will be reviewed annually.**

<b>Version</b>	<b>Date</b>	<b>Updated By</b>
1.0	September 2020	D. Bishop
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1.2	May 2021	A. Quigley
1.3	July 2021	A. Quigley
1.4	October 2021	A. Quigley

## Pupil Leaving the School Site Without Permission Policy

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

- 1) Staff must follow the pupil to the perimeter fence or gate and must try to persuade the pupil to stay in the school.
- 2) De-escalation techniques must be attempted. In such stressful circumstances it is important that staff remain as calm and collected as possible and follow procedures.
- 3) If a pupil is deemed to be a high risk to themselves or other people then staff should adhere to their Team Teach Training.
- 4) At all times staff must be aware that active pursuit may encourage the pupil to leave the immediate vicinity of the school and may also cause the pupil to panic, possibly putting them at risk by running onto a busy road, for example.
- 5) If the pupil has left the immediate vicinity of the school, the School Office, Headteacher or Head of Education must be contacted immediately and the lead person will direct the course of action.
- 6) Staff will follow the pupil and engage in a local search, following the pupil at a safe distance if in view. Staff must take a school/personal mobile phone or walkie-talkie.
- 7) The Headteacher lead may direct additional staff to join the search in a vehicle, taking a mobile phone to contact school.
- 8) If the searching staff lose sight of, or are concerned for the safety of the pupil or themselves, they must contact the School Office giving current details of their location and the clothes which the pupil is wearing.
- 9) The Headteacher/Head of Education or designated staff must contact the Police and pupil's parents/carers immediately. These phone calls must be made concurrently.
- 10) If the pupil(s) has left the immediate vicinity of the school grounds and is no longer visible then Senior staff will decide as to how to take matters further which will take into:
  - a. account the age of the pupil.
  - b. the weather conditions.
  - c. the nature of the incident which led to the pupil absconding.
  - d. the pupil's previous history of being involved in episodes of absconding and their outcomes.
- 11) If the pupil returns of their own volition, parents/carers and the police will be informed as soon as possible.
- 12) Upon his or her return to school, and when the pupil is calm, the pupil should be seen by the Headteacher/Head of Education so that the reasons for absconding may be discussed in detail if this is appropriate. At this point a decision will be made as to the appropriateness of further actions.
- 13) A written report will be filed on the incident, on 'SLEUTH'.

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14) It is important that following an incident the issues that arise are addressed and staff must:

- a. Complete an individual risk assessment for the pupil involved.
- b. Discuss the incident with the pupil and parents involved. Ensure that a record is kept of the discussion held with the pupil and parents.
- c. Complete an incident form and/or an absconding record (a copy of which should be placed in the pupil's personal files).
- d. Keep all colleagues informed and discuss the incident in staff meetings and/or in supervision meetings.
- e. Review procedures for the individual every half term to ensure appropriate control measures are in place and that all staff are fully informed.
- f. Inform the Chair of Governors as soon as practically possible.
- g. Inform Governors every term about any incidents of absconding.