

# Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

## Absconding Policy



This policy should be read in conjunction with the schools' policies on Behaviour and Health & Safety policy. To abscond is to "leave without permission".

Under Section 3 of the Health & Safety at work Act 1974 and in Common Law, schools and other education settings owe a duty of care towards their learners. This duty of care requires that all reasonable steps are taken to ensure that learners are safe and remain within the care of Build-a-Future at all times throughout the day and during activities.

If a learner was present at morning registration, then is found to be absent from Build-a-Future's classes without authorisation the following procedures should be followed:

- Member of staff to inform Headteacher and Attendance officer.
- Headteacher/ Attendance officer to search buildings and known places that the learner may go to.
- If the learner is not found, then all available staff to complete a more thorough sweep of Build-a-Future and check the perimeter of the grounds.
- Build-a-Future is a secured site and all gates are locked during the school day. Absconding should be difficult however, learners may attempt to climb perimeter fences.

Consideration will be given to whether any search should be extended beyond Build-a-Future perimeter. This decision will be based on the individual knowledge of the learner and on the levels of risk and what action is in the learner's best interests. If warranted the Headteacher will authorise a staff member to leave Build-a-Future and search in the local area. If the learner is found the staff member is to contact Headteacher or senior member of staff and ask them to support in returning the learner safely to Build-a-Future.

When the learner is back at Build-a-Future or the search has been handed over to the police the following must be completed

- A written report will be filed on the incident.
- Member of SLT to brief police and parents/ carers.
- Risk Assessment to be completed (or the risk assessment reviewed).
- Behaviour Plan to be written and if necessary a Positive Handling Plan.

Headteacher will instruct the office to phone the police if the learner is a LAC and cannot be found or is refusing to engage and return to Build-a-Future. The office will contact school/ academy and parents/ carers in every incident to inform them of the situation.

Where a learner attempts or is seen to be leaving Build-a-Future without authorisation the following procedures should be followed:

- Staff to follow the learner to the perimeter fence or main gate using the appropriate de-escalation skills to support the learner to remain at Build-a-Future.

Created: September 2018

Review: September 2019

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Education is the Foundation to Build-a-Future  
Company Reg N°: 4521396



- If a learner is deemed to be a high risk to themselves or others then staff should adhere to correct BAF procedures, immediately ensure they have either Headteacher or another colleague with them and then aim to support the learner to a safe place.
- At all times staff must be aware that active pursuit may encourage the learner to leave the immediate vicinity of Build-a-Future and may cause the learner to panic putting him or herself at risk and also the staff member.
- If the learner is a LAC the police need to be informed as well as school/ academies and parents/ carers.
- If the learner has left the immediate vicinity of Build-a-Future and is no longer visible then Headteacher will make a decision as to how to take matters further which will take into account the age, ability and vulnerability of the learner, as well as weather conditions, nature of the incident, learners' previous history of being involved in absconding issues.
- If the learner returns of their own volition parents/ carers and the police if necessary will be informed.
- When the learner returns to Build-a-Future a repair and reflection must take place to reinforce and remind the learner of keeping safe, rights and responsibilities and the reasons for absconding.