



Oakfield School

35. Missing Children/ Absconding Policy

	Date
Agreed by School Governors:	February 2013
To be Reviewed:	April 2017

Oakfield School

Absconding Procedures

The safety of the children is paramount so it is vital to ensure that the Policy and Procedures for when a child absconds is clear and concise. Oakfield School is a day/residential provision and caters for children with Emotional, Social and Mental Health difficulties.

Unfortunately due to the nature of the pupils who attend our school, sometimes situations may arise and the pupil will leave the premises without permission. We always endeavour to make every effort to prevent/de-escalate these situations.

- When a pupil leaves the school site we patrol the local area, however we do not chase, as we run the risk of the pupils going further afield, or will increase the level of risk of the pupil running across roads. We do, however, monitor from a distance or until no longer visible.
- If a pupil does not return and we have not had sight of the pupil/s for 10 minutes then we contact home to report them missing, we then ask if the parents/carers want us to report their child missing to the Police. (For LAC we are responsible for contacting the schools safeguarding coordinator who will contact Social Workers).
- If a parent/carer requests us to contact the Police we use 101 Non-emergency Number.
- We complete an incident/absconding form quoting the Police Log Number.
- We keep Parents/Carers completely updated and record all telephone calls and incidents in the Electronic Diary/Red Book, you must quote the incident/absconding and Police Log Number each time you make an entry.

Please refer to flow chart attached.

NOTE – Staff must keep parents/carers informed of any additional information received or if the child returns to school.

All information regarding incidents/absconding are monitored by the Senior Leadership Team as these are recorded on the Incident/Absconding Data Base and will be used for further planning for a child/young person's, care, behaviour or Risk Assessment, where necessary.

If the child/young person returns or has been returned to the school, the absconding form must reflect this information and again be recorded in the relevant places.

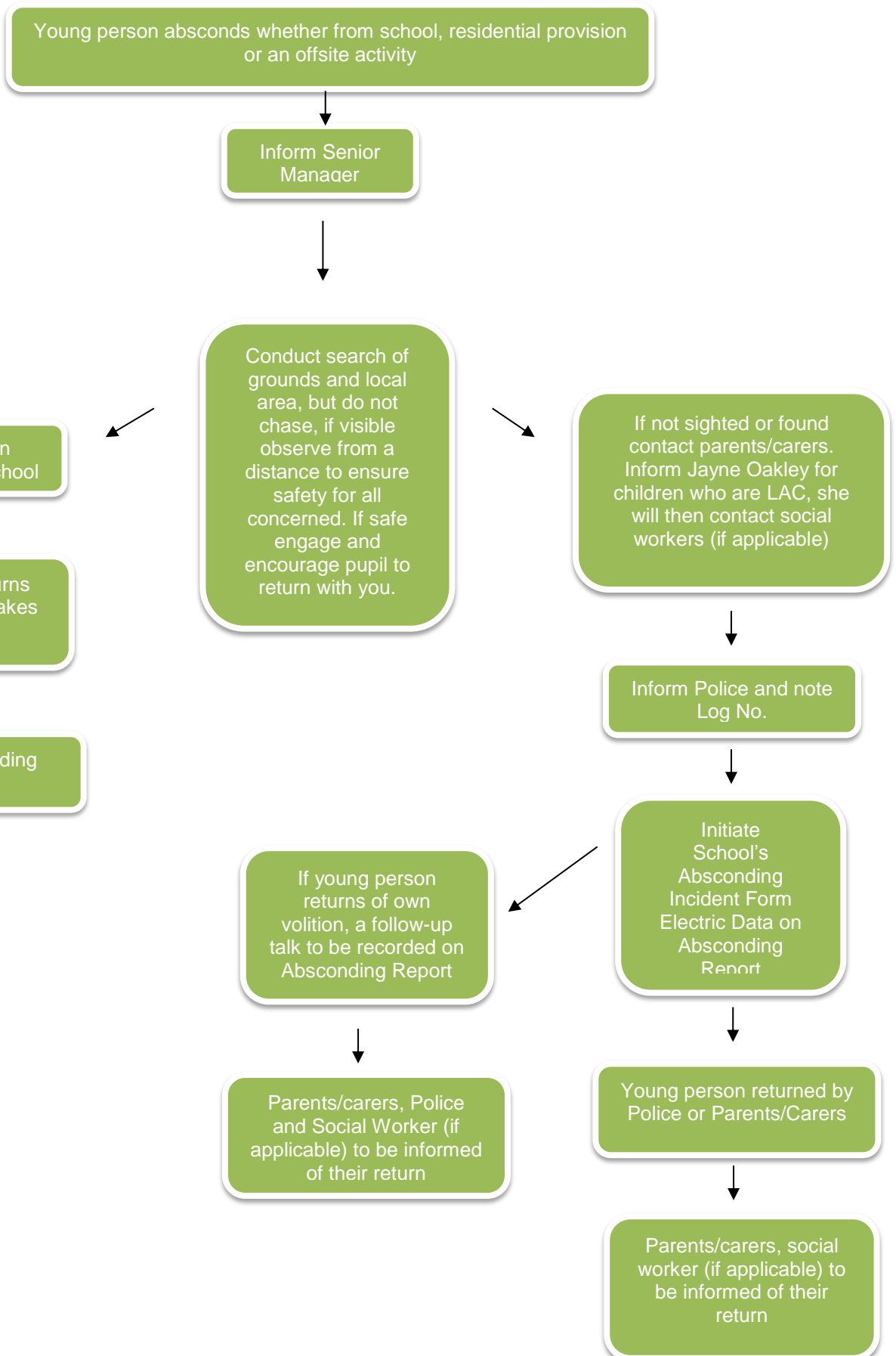
On return to the school;

- Inform a member of the Senior Leadership Team.
- Parents/Carers will be informed. Social Worker by Safeguarding Coordinator (if Applicable)
- Police informed of pupils return.
- Post incident feedback will be initiated and fully documented in the electronic diary/red book quoting incident Number and Police Log Number. The child's Risk Assessment will be updated.
- All documentation of absconding must always have Day, Date, Times, who you spoke with and an Incident Log Number.

All Policy relating to Absconding/ Missing must adhere to:

- Local Protocol and Procedures Children Safeguarding boards.
<http://hullscb.proceduresonline.com/index.htm>
- Keeping Children safe in education (relating to concerns why the child absconded and potential Risk whilst not in the care of the School) – March 2015.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/435939/Keeping_children_safe_in_education.pdf
- Statutory Guidance on Children who run away or go missing from home or care – January 2015.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care_3_.pdf

Oakfield Absconding Procedure



Post Incident Feedback

During the Post incident feedback should any issues arise requiring modification of Risk Assessments it will be acted on accordingly. Any further concerns please refer to the Child Protection/Safeguarding Coordinator.

This Policy was reviewed July 2015.

Signed:

Lee Morfitt (Chair of Governors)