

# Windsor Clive Primary School



## Ysgol Gynradd Windsor Clive

Every Child – Every Chance – Every Day

## Absconding Policy

Date agreed: May 2025

Review date: May 2026

### **Absconding Prevention:**

To minimise the risk of absconding at Windsor Clive Primary School, we ensure the school is secure as possible by:

1. Ensuring the site perimeter is enclosed by secure fencing that is routinely checked for defects;
2. Ensuring that perimeter gates are padlocked and secure throughout the school day;
3. Ensuring visitors to site can only gain access via an access control system on the front gate;
4. Ensuring access into the school is via a secure reception area that does not provide direct access to the rest of the school.;
5. Undertaking an assessment of areas which are high risk to absconders, ensuring magnetic locking systems are in place on external doors;
6. Classroom external doors are fitted with thumb turns and high level bolts;
7. Emergency release buttons are situated in suitable locations (i.e. high level in Nursery);
8. Pupils considered high risk of absconding have risk assessments in place.

### **Absconding Team:**

There is a designated Absconding Team in place at Windsor Clive Primary made up of the following people:

**Follower – Kim Fisher/Nichola Mings/Adrian Boyce/Danielle Harris/Emma Jones/Kelly Budge (depending on the pupil)** follows the pupil, ensuring they remain safe whilst offsite. They use de-escalation techniques to try and persuade them to come back to school. They carry a mobile phone with them to keep in touch with the school at all times.

**Communicator- Kim Fisher/Nichola Mings/Danielle Harris/Adrian Boyce** stays in contact with the follower, ensuring they relay important information to the Police and parents/ Carers.

Teaching staff are to remain with their classes to ensure they are safe and don't attempt to follow the absconding pupil.

Every year we ensure that all parent/carer details are up to date.

### **Absconding Procedure:**

#### **If a pupil is found to be absent from school**

If a pupil is found to be absent from school e.g. not in class, but there is no further evidence that they have left site, the following procedure will be followed:

1. The **Headteacher** is informed immediately. He will subsequently inform the **Main Office** and the **Absconding Team**.
2. A search of the school building and grounds will be arranged, looking at all known locations the pupil may have gone to.
3. If the pupil is not found onsite, the Headteacher will arrange for the parents/carers of the pupil to be informed. If the pupil is a looked after child, their Social Worker must be informed (02920 536400).
4. The Police will be called if staff have not been able to locate the pupil.
5. The Absconding Team will discuss whether the search should continue outside of the school site. The School will liaise with the Police at all times. If a search offsite is deemed necessary, all staff that leave site are to carry a mobile phone to ensure contact is kept with the school.

6. Once the pupil has been found, a meeting will be arranged with the pupil and the parents/carers to discuss the incident. This meeting will be documented and kept on file.
7. A meeting will be held by the Senior Leadership Team, discussing the incident and the pupil's reasons for absconding. The pupils risk assessment will be reviewed to ensure suitable controls are in place.

#### **If a pupil is seen to leave site**

If a pupil is seen to have left the school site, the following procedures will be followed:

1. The **Headteacher** is to be made aware immediately. He will subsequently inform the **Absconding Team** and **Main Office**.
2. **The Follower** will follow the pupil from a safe distance, ensuring the pupil remains in their sight line. **The pupil is not to be chased as this may put them at increased risk.** De-escalation techniques should be used where appropriate.
3. All staff that leave site are to carry a mobile phone to ensure contact is kept with the school.
4. The school will inform the parents/carers immediately. If the pupil is a looked after child, their Social Worker must be informed (02920 536400).
5. The parent/carer will be asked whether they would like the Police to be informed. If **the Follower** loses sight of the pupil the Police are to be informed immediately providing them with the pupil's details and last known location.
6. The parents/carers must be updated immediately with any new information.
7. Once the pupil has been found, a meeting will be arranged with the pupil and the parents/carers to discuss the incident. This meeting will be documented and kept on file.
8. A meeting will be held with **Kim Fisher or a delegated member of the SLT**, discussing the incident and the pupil's reasons for absconding. The pupils risk assessment will be reviewed to ensure suitable controls are in place.

Signed: Kim Fisher (Head Teacher)  
Alex Mcinch (Chair of Governors)

Date: May 2025  
Policy Review Date: May 2026