
Absconding Policy

At Bordon Junior School we provide a safe and secure environment for children to learn and grow. It is highly unlikely that a child would abscond from school. This policy is written so that all staff know how to respond.

The school is responsible for pupils during:

- The hours of the statutory school day
- Any period when they are taking part in extended services provided by the school

Parents are responsible for:

- Supporting the work of the school
- Encouraging their child to follow school policies and procedures

School staff must take all reasonable steps to ensure children are not exposed to unacceptable risks and the following procedure sets out how they can do this if a pupil leaves the site without permission.

Procedure

If a pupil is suspected of leaving the site without permission:

1. The member of staff will inform the headteacher or, in their absence, the deputy.
2. If there is no evidence that the child has left the site, a quick but thorough search of the site will be conducted.
3. The school will contact the child's parent to inform them and gain their support.
4. The school will call the police (Dial 101).
5. The school will keep all parties updated, including informing them when the child has returned to school.

A log is kept by the admin team of timings and key actions/events and this is kept with the child's records.

Staff will not chase or follow a child as this could lead them to act in a less safe way and so put them more at risk. Staff will take reasonable steps to discourage a child from absconding if they are in a position to do so taking into account the child's age, the situation and any other risk factors they may be aware of.

Once the incident has been resolved, it will be reviewed by senior staff and the school will take all reasonable action to reduce the chance of the child absconding again.

This policy is reviewed every 3 years by the Governing Body in line with the policy review schedule.
