



the greenwell academy

## **POLICY ON UNAUTHORISED ABSENCE FROM SCHOOL PREMISES**

### **Objective:**

1. To determine whether or not a child has absconded from the care of the school, and to enable the safe return of that child.
2. To engage the assistance of outside agencies to assist in the location, apprehension and return of the child to a place of safety.

### **Procedure:**

#### **Child is believed to be missing.**

1. Inform Headteacher/Deputy Head who will delegate if not on site
2. Check with staff as to whether they know the location of the child or reason why they might be missing, and possible associates.
3. Discreet search to be made of school buildings, main buildings and grounds. Particular attention made to obvious hiding places, i.e. unstaffed rooms, toilets, bathrooms, under beds behind sheds etc.
4. If search is negative, Headteacher/Deputy Head to mobilise a local search. From this point, all actions to be logged including times and full names.
5. Local Area Search.
  - Central point of contact/comms to be named and remain in main office
  - Pairs of allocated staff, all with mobile phones/walkie talkies, to begin local area search. This can include the use of a vehicle.
  - If a child has been missing for over 40 minutes, notify police.
6. Before contacting the Police the R.A.M.P forms should be printed and ready:

- a) Photograph and physical description of child.
- b) Description of what the child is wearing.
- c) What he/she may have with him/her.
- d) Last known sighting.
- e) Why may the child have absconded.

7. Contact the police by phoning 999 then transfer to switch board.
8. Contact Parents/Carers being sensitive to their distress and agreeing points and regularity of contact/updates.
9. Whilst waiting for police, a separate Missing Person Report may be filled in requested by police. If in any doubt leave the section clear. Note: The school only agrees to publicity after consulting parents.
10. Police will arrive and fill in a Reporting A Missing Person/s form. The Police will request permission to take away photographs from the identity card (R.A.M.P). At this time parents or guardians need to be informed of the current situation and that the matter is being handed over to the police.
11. Police will make their own enquiries. Any subsequent events need to be relayed to appropriate people, i.e. Headteacher, police, parents.
12. When a child is returned he/she may be interviewed by the police.
13. Requests may be made from police to collect and escort child, this should be passed to the Headteacher/Head of Care.
14. Completed event log should be given to the Headteacher for review and filing. The Administrator will also maintain a copy on the Unauthorised Absence File.
15. Police will confirm safe disposal of R.A.M.P form or return to school
16. Once the child returns to school consideration should be given to future conduct and risk management.

In conclusion of main xxx the school should apply any further safeguarding procedures as required. This may include LADO/Social Care referrals.

**Compliance:**

All staff members are required to familiarize themselves with this policy and adhere to the procedures outlined herein. Any deviations or concerns regarding the implementation of this policy should be reported to the designated authorities for review and resolution.

**Review Date: April 2025**

This policy will be reviewed annually to ensure its effectiveness and relevance in addressing situations involving missing children.