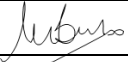




**Learn.  
Discover.  
Grow.**

Endless possibilities...

## **Policies and Procedures 2022-2023**

Document Title	Absconding Policy	URN	NS-P218
Version	1	Written by	Brian Harrison
Approved by			
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Senior Manager Responsible	Joanne Hewison - Curriculum and Skills Manager		
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## **Introduction**

The purpose of this policy is to set out clearly the process that will take place should a learner from Northumberland Skills abscond from a campus site.

Whilst some of Northumberland Skills campuses have secure perimeter fences, we have many shared buildings that we access with other services, the purpose of these is to minimise opportunities for unauthorised persons to enter with the intention to steal, cause damage or threaten the safety and wellbeing of staff and learners.

We have a duty of care for staff to be aware of where learners are during the campus day and to have confidence in their safety and well-being. Without the necessary support and guidance outside campus, these learners may be extremely vulnerable and become a safeguarding priority.

The campus will therefore ensure that when such learners abscond or attempt to abscond, every reasonable endeavour is made to ensure that the learner is located and returns to learning activities within the campus.

## **Preventative measures**

The campus will take the following measures to minimise the instances of learners (who are known absconders) absconding:

- A Photograph of said learner and behaviour support plan for the learner who is a known absconder to be discussed with the education lead for that curriculum area. *Linked to ECHP if in place.*
- Individual risk assessments for learners which are reviewed and updated in accordance with the learner's needs;
- Staff/Mentors to telephone the parent/carer of any learner who does not arrive to the campus to have a clear understanding of which learner's we expect present that day;
- Registers should be taken in a timely way at the start of lessons both in the campus and within vocational teaching areas, and to immediately notify the pastoral team/other staff team in the campus of any learners who do not return from breaks;
- Learners who have a tendency abscond to be made aware to all teaching staff to ensure a rigorous approach;
  - to meet with the parent/carer of any absconder, as well as a behaviour contract to be implemented to ensure the learner is signing in with nominated member of staff at the start of all lessons and break times;
  - Providing learners with stimulating and enjoyable learning activities;
  - Providing learning environments in which learners feel comfortable and secure;
  - Being vigilant to signs of absconding and taking appropriate and timely action;
  - Notification to all staff of any learners who have a tendency to abscond along with their photo;
  - Having clear and effective communication channels between staff and management to manage any instances of absconding.
- Where it is known that the learner has absconded and they may be on campus

- The member of staff to immediately alert the curriculum lead for the learner's area of learning, as well as the Safeguarding lead(s), on duty.
- A description of the learner to be provided, along with photograph and details of what they are wearing. Staff should be made and to ensure there is no known information regarding the learner's departure from site. Signing in book to be checked.
- Staff to conduct a search of the campus and monitor all exits;
- The curriculum lead for the learner's area of learning will advise the safeguarding team of the incident and contact the parent.
- The curriculum lead for the learner's area of learning, to direct staff to undertake a systematic search of campus site.
- All other relevant staff will check the learner's last known location, known hiding points, calm down, pastoral rest areas, and areas the learner may regularly go to if absconding.
- When the learner is located, they will be escorted back to their area and settled back into learning activities.
- The curriculum lead for the learner's area of learning, will contact parent/carer within 24 hours to make aware of the incident and advise that learner will be put on an attendance/behaviour contract to be signed by a nominated member of staff at all lessons and break times.
- Incident to be noted on Tootoot and learning logs.
- Where it is known that a learner who isn't a regular absconder has absconded and has left the campus the relevant member of staff to notify the curriculum lead for the learner's area of learning, who should make contact with the safeguarding lead(s)
- **Only appropriate staff can review and download the CCTV footage** of any learner leaving the campus. Ongoing monitoring of CCTV footage to be undertaken in case the learner returns to campus. (where applicable)
- The curriculum lead for the learner's area of learning, will contact the police, parent/carer and safeguarding lead(s). If relevant to learner.
- Police to be provided with photograph of the learner, description of what they are wearing, learner's date of birth and details of any behavioural matters and inherent conditions, which may assist the search.
- Police to conduct external search and maintain contact with the campus staff. **Staff will not assist the police search unless advised otherwise by the police.**

- The curriculum lead for the learner's area of learning will be the communication link for all updates and to keep parent/carer informed of updates unless the Police advise that in the interests of the learner's safety and welfare, they should manage and facilitate communications.
- When the learner is located by the police, they will be escorted back to campus and settled back into learning activities or returned to the parent/carer depending on the circumstances.
- The incident will be updated on Tootoot.
- The relevant member of staff to notify the safeguarding lead(s).
- **Only appropriate staff can access and can review and download any CCTV footage of any learner leaving the campus.**
- Ongoing monitoring of CCTV footage to be undertaken in case learner returns to campus.
- The curriculum lead for the learner's area of learning will be the communication link with parent/carer and to follow agreed actions in the learner's risk assessment if applicable.

The safeguarding lead(s) to meet with parent/carer within 48 hours to discuss the incident implement an attendance/behaviour contract and, review their risk assessment from their previous absconding incident. The Northumberland Skills disciplinary policy should be followed if required.

### **Post incident actions**

The safeguarding lead(s) to meet with parent/carer within 48 hours to discuss the incident implement an attendance/behaviour contract and, if they have absconded before, follow our service disciplinary policy.

- A meeting will be held on the next working day if the learner regularly absconds, a briefing with staff will take place to ensure all agreed actions with parents/carers were followed.
- Members of staff engaged in the incident to write an incident report within 48 hours of the incident's resolution. The reports will be collated by the safeguarding lead(s) to inform the creation of a summary incident report. This may be shared with the MASH, if applicable.
- Summary incident report to be sent relevant agencies and copy to be kept on the learners file.
- The learner's risk assessment and behaviour support plan to be updated with details of incident and any further preventative measures that will be taken to mitigate future instances of absconding.

### **Related policies and procedures**

- Safeguarding and prevent policy
- Additional Learning Support policy
- Behaviours policy
- Disciplinary Policy