

Ysgol Gynradd Herbert Thompson Herbert Thompson Primary School



Absconding Policy

March 2022

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Absconding Policy

Procedures for pupils leaving the school site without permission.

Once pupils have been collected by staff from the playground at 8:50am Foundation Phase and 8.55am Key Stage Two, they are to remain on school premises until 3.05pm in Foundation Phase and 3:10pm Key Stage Two, unless authorised to leave with a parent or carer or staff member e.g. via a school organised activity.

Children are taught from Nursery age that they should not leave the premises unless permission is given for various activities. Parents are encouraged to discuss the importance of pupils keeping the school guidelines generally and specifically not leaving the school site during the school day. The school values and curriculum will also focus on security in order to remind pupils of the importance of keeping themselves and others safe at all times.

The school premises will remain closed and secure from 9:00am until 3:05pm with the exception of the main entrance which will remain open for visitors by security entry.

All measures are taken to support dysregulated children to regulate and remain safely within the school environment. However, if a pupil leaves the school site (beyond the school gate) without permission the procedure is:

1. Contact the pupil's parents to inform them of the absconding and the school must call the police. Staff members are **not to chase pupils** as this could lead to pupils wandering further or cause an accident. However, staff should always try to keep the children in sight at all times.
2. Pupils should be brought back to school on the same day or as soon as possible afterwards for the parent, pupil and Headteacher to discuss the issues, any consequences and future actions may be discussed and agreed. Also at this meeting all concerned will need to sign a contract detailing behavioural expectations.
3. If a child breaks the contract and leaves the site for a second time the Headteacher will consider a fixed-term exclusion.
4. Records related to any attempted absconding will be kept securely by the headteacher.

The health and safety of the children is of utmost priority for the Governors and staff at Herbert Thompson Primary School.

Date	Review Date	Person Responsible
March 2022	March 2024	Mrs Marsh

Headteacher:	<i>S M Marsh</i>	Date:	<i>15.03.22</i>
Chair of Governing Body:		Date:	