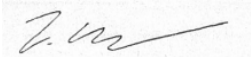



Ysgol Penmaes

Absconsion Policy

Policy Review

This policy will be reviewed as detailed in the school's policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Ratified by Governing Body	Signature	Date
Acting Headteacher: Luci Clark		09.10.24
Chair of Governors: Clancy Brett		09.10.24
Next review date: Sept. 2025		

Ysgol Penmaes

Absconsion/Missing Child Policy

Some pupils have a history of attempted absconsion and others may attempt to leave the premises for a variety of reasons. Although all reasonable preventative measures are taken it is not impossible that a pupil may still be determined enough to leave the premises. Many of our pupils are vulnerable and have little, if any, sense of danger, which is why we need to act quickly.

It is essential that pupils are supervised at all times. Whether you are on duty or returning to class, make sure you are where you should be at the right time – this level of supervision can prevent situations from developing or de-escalate situations which have built-up during break or lunchtime. It will limit the opportunities for pupils to seek to abscond but for any pupils who do:

- All classes have access to a black radio which can be used on school property and up to 100m off school property.
- Use the radio to inform SLT and the PET (Pupil Engagement Team) using the relevant radio stations. All staff involved turn the radio to channel 1 to keep a running log of events until the pupil is located.
- After a period of time, SLT may advise reception (on the relevant radio channel) to call emergency services and/or parents and carers.
- If the child requires immediate medication (e.g. for epilepsy), a member of staff will collect and follow using radio channel 1.
- Keep the child in sight but do not “chase” them. A child who is upset or confused can cause them to run further or faster, keeping calm.
- If you are close enough try to talk to the child, reassure them and try to persuade them to return to the premises where you can talk things through.
- If you lose sight of the child, or radio signal, return to school to inform SLT, or, if you have a phone, ring the school office or a member of SLT to update. Give a description of clothing if possible. Return to (or remain in) the area the child was last seen.
- Office staff/SLT to contact parents to inform them of the situation and /or social worker if Looked After Child. If social worker unavailable inform Duty Officer at Front Door Services on 01597 827666
- If the child cannot be located, SLT will instruct office staff to call police on Brecon 01267 222020 and have the child’s file available. In the case of no answer, ring 999. Take note of the incident number which will be given, pass on description of clothing, DoB, any appropriate medical information etc. The timing of this instruction will be given depending on the context of the situation taking into account age, vulnerability and medical condition but no later than 30 mins since the child was last seen. Office staff download a copy of the child’s ISP as this may help officers in their search and in communicating with the individual when found. ISPs CAN be shared with police if the child is missing.

- If the child is in sight but refuses to return after a reasonable length of time, other options may be considered e.g. change of face, sending transport, phoning the Police etc. Please note that the child remains our responsibility regardless of location.
- If members of the public become alarmed, tell them where you are from and share school contact details if you are able to do so. Members of the public contacting school will be directed to SLT.
- Staff are required to complete and log an incident form using the usual protocol as soon as possible.
- It is expected that any staff involved in this procedure are assisted in their other duties by remaining staff e.g. if a teacher is involved with a child who has absconded, other staff are expected to support the remaining members of the class e.g. split the class between groups or place one of their own classroom assistants, whichever is the least disruptive. It is this team-work which will prevent further situations from developing.
- It is our duty to inform parents whenever a child absconds, even if they return quickly and it was not necessary to contact the police. All such incidents need to be recorded on CPOMS.

Additional information regarding black radios:


All members of the PET and Office have access to a black radio. Classes and SLT have been allocated a radio if needed in an emergency.

Radio channels as of September 2024 are listed as:

Radio Channels 2024-25

Allocation	Channel
Pupil Engagement Team/Fire Evacuation	1
Heath, Hygiene and Hydro Team	2
SLT	3
Reception	4
Ash and Sycamore	5
Larch and Hazel	6
Rowan and Hawthorn	7
Oak and Elm	8
Beech and Birch	9
Willow and Elder	10

In the case of an absconsion, one black radio remains in school at all times for use by SLT.



The radios may need to be collected by staff not involved in the incident to ensure that the pupil involved is kept in sight (as per the absconsion policy).