

The Boulders Learning & Skills Centre

Unauthorised Absence From School Premises Policy

Objectives:

- **To determine whether a child has absconded from the care of the school, and to enable the return of that child.**
- **To engage the assistance of outside agencies to assist in the location, apprehension and return of the child to a place of safety.**

Method:

Child is believed to be missing.

- Inform Education Manager.
- Check with staff as to whether they know the location of the child or reason why s/he might be missing, and possible associates.
- Discreet search to be made of school buildings, main building and grounds. Particular attention made to obvious hiding places, i.e. toilets, bathrooms, under and up trees.
- If search is negative, Education Manager to authorise a local search. All actions now to be logged.
- Local search. 5(a) Inform Children's Home (if applicable).
- Negative local search. Report back to the Education Manager. He/She will authorise next stages and consider informing police.
- Before contacting the Police the following information needs to be obtained and ready:
 - a) Photograph and physical description of child.
 - b) Description of what child is wearing.
 - c) What he/she may have with him/her.
 - d) Possible distraction and last known sighting.
 - e) Why child may have absconded.
- Contact the Police by phoning 999.
- Whilst waiting for Police a Missing Person Report may be filled in. If in any doubt leave section clear.
- Police will arrive and fill in Report on Missing Persons. The Police will request permission to take away photograph from identity card. At this time parents or guardians need to be informed of present situation and that the matter is being handed over to the police.
- Police will make their own enquiries. Any subsequent events need to be relayed to appropriate people, i.e. Director, Head of Education, Area Managers, Police, Parents.
- When child is returned he/she may be interviewed by the Police.
- Request may be made from Police to collect and escort child, this should be passed to Education Manager.
- After event log should be sent to Director for filing on main file. The Administrator will also maintain a copy on the Unauthorised Absence File.
- Police will return photograph and this should be attached back to identity card.

- ➔ When child returns to school consideration should be given to future conduct and management.