



ABSCONDERS' POLICY

This document works in parallel with the West Mercia Constabulary Force Policy and the DFES circular 10/98 S. 550A (copies of which are available in the Care Office).

A CHILD ABSCONDING FROM SCHOOL

When searching for any child who has **absconded or believed to have run away** from school the procedure is as follows:-

- Inform reception and senior member of staff and keep informed of your actions at all times.
- Make sure you have a handset/mobile telephone to maintain contact with School.
- A site search is paramount to determine if the child has actually left site. If so a tour around the local vicinity should be made initially checking the motorway.
- If the child/children are near, or on the motorway **DO NOT FOLLOW** ensure that the Motorway Police are called immediately on **0121 322 6025**.
- Contact **West Mercia Police 0300 3333000** at the earliest possible time when a child/children has absconded from school so that they can alert the patrol car(s) in the area.
- **A child is only reported to the Police initially as a “Missing Person” dependent upon their Risk Assessment and individual circumstances - other than this they are reported as having “absconded”.**
- Home staff, parents/carers, Social Worker (if any) must be informed as soon as possible and should be kept up to date as to the whereabouts of their child/children at all times.
- All contacts and actions must be recorded.
- The Police will request certain information which can be found in the A-Z Directory under 'M' (Missing Persons). Each child's personal details have been completed on the 4 page form and saved under their individual names in their Home groups. The form needs to be fully completed by filling in the details of the circumstances under which the child/children left the premises and saved under a different heading.
- Dependent upon the circumstances as to how the child/children are found, determines who speaks to them on their return, whether it be parents/carers, Police, Social Worker, a senior member of school staff, an independent person or a combination of the above.
- If a child has absconded from School due to abuse, Child Protection Procedures will immediately be implemented.



- Should a child/children persistently abscond or a pattern occurs, i.e. time of day etc., it should be raised in the Children Causing Concern meeting to establish the possible reasons why they are absconding, strategies to be put into place, recording and monitoring.
- As a way of monitoring absconding children, completed forms should be saved under the name of the child followed by the date and Reception informed of any contact to the Police so a comprehensive record can be kept.

MISSING PERSONS

- If a child has absconded or left school and not arrived home within a reasonable amount of time then they become a “Missing Person”.
- For the majority of our children this will mean alerting **West Midlands Police 0845 1135000** that a child has gone missing.
- ***A child is deemed to be a “Missing Person” only when they or their family cannot be traced***
- **Education Welfare** should be informed on **0121 303 8050**. They will require all the details of the child to complete a form (a sample copy of which is kept in the Care Office and Duty Offices in the Homes for information only) to send to their *Missing Pupils’ Department* who then send it to *The National Missing Children Register* with the child’s UPN number which helps chase the child’s whereabouts.

A notification must also be made to:-

Notifications Ofsted, Ref. No SC043050
CIE,
Early Years,
Building C,
Cumberland Place,
Nottingham.
NG16HJ

Tel. 08456404040

with the details of the child/family, outlining the circumstances as to how the child became missing and action taken to date.