

# Swanwick School and Sports College

## Absent without Authority Policy

### Aim

To have in place procedures identifying actions to be taken when a Young Person is **Absent without Authority**.

### Searching for missing Young Person

Senior Leaders to be informed immediately where a Young Person is believed to have run away from school. The staff member should provide the Senior manager with any information they may have that may help identify why the Young Person has run away.

The Senior manager supported by other staff should search the school grounds and the immediate area outside the school.

### Informing Parents/ Carers of missing Young Person

Parents/ Carers will be notified of their child's Absence without Authority after a period of 15 minutes has elapsed since the Young Person was last seen.

Parents / Carers will be kept fully informed of the situation if the Young Person goes Absent without Authority within the school day (8.50am – 2.55pm)

Parents/Carers will be advised by the school that if the young person does not return the police will be notified.

### Informing Police of a Young Person Absent Without Authority

If a pupil has a history of Absconding from school then the Local Police will be notified of the likelihood of this and will be given a completed missing persons form with all the details relevant to that Young person to enable the Police to carry out a concise search should this be necessary.

The local Police will be notified and any information regarding the whereabouts of the Young Person or places they are likely to visit will be passed on to them and they will be notified of the possible risks they may pose to themselves or others.

For further information or advice then referral should be made to the document "The Joint Protocol between Derbyshire Police and Derbyshire County Council to ensure all procedures are in place to Safeguard and Child/Young Person who goes missing from Care, School or their Placement.

### Return of missing Young Person

When a missing young person is returned to school they should wherever possible be given the opportunity to talk to a Senior member of staff/ key worker to discuss their reasons for their absence and any information regarding the period of time they were missing from school to try to help preventing this happening again. A safe and well check should be made to look for indications that the child has suffered any harm, where and with whom they may have been and for them to disclose any information including offences they may have committed or had committed against them.

If the reason for their Absence without Authority is the result of alleged abuse at the school this would be dealt with under the schools Child Protection Procedures.

### **Incidents of Absence without Authority**

Incidents of Absence without Authority will be recorded in the Incidents of Absence record sheets, these would be kept in a file in the main office and monitored for any emerging patterns.

### **Risk assessments/Personal Handling Plans**

Young People who are identified at risk of Absence without Authority should have strategies in place written into their Personal Handling Plans and Individual Risk Assessments. Risk Assessments shall include:

- The age of the child
- Previous History and any possible behaviours
- Any emotional needs the child may have
- Behaviour of the child as influenced by peers or others
- Whether the child is running from or to something
- The risk of offending
- The risk that the child may be targeted for economic or sexual exploitation

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