

Remedicare Education Services

Absconding Policy

July 2024

Review: July 2025

The purpose of this policy is to set out a clear process that will take place should a vulnerable student with a high level of need abscond from the provision.

For the purposes of this procedure, the definition of absconding is to leave the provision or off-site activity suddenly or without permission.

If a student is missing at Remedicare Education (not seen by any staff) then the police should be called and all staff must be notified immediately.

Message to be sent on Remedicare Education What's App group stating the words:

- **AMBER, (followed by the student's name)** to alert all other staff that a student is/has absconded but remains visible, with the situation under control. This could be both a student leaving the provision site or not where they should be during an offsite activity.
- **RED, (followed by the student's name)** to alert all other staff of a high-risk situation where the police are being or have been called.

In the event of a RED alert being raised offsite, at least one member of SLT or a senior member of staff from the provision building will go to support.

Protocol to be followed for missing student:

If a student is unaccounted for both on and off site, the protocol below will be followed by a designated member of staff whilst all other available staff continue the search:

1. Time and place of the last sighting of the student to be established and the police are to be notified.

Call 101 – If a staff member has eyes on the student but they are worried about the student's welfare due to them not stopping or responding to being called back.

Call 999 – If a staff member does not have eyes on the student.

Any conversation to the police must be recorded and if appropriate, shared with other agencies.

2. Parents/guardians are informed by DSL or Provision Managers.

3. If the student returns, parents/guardian, and police (if contacted) will be notified.

4. After the incident a debrief will take place at the earliest opportunity with student, their family, and staff. Staff involved are to document the situation and any actions or conversations that took place, as an incident (following Remedicare incident recording procedure).

5. The student's individual risk assessment will be reviewed within 24 hours to highlight the risk of absconding.

Protocol to be followed for Student threatening to abscond:

If a student is on site at a Remedicare Education provision and threatening to abscond, then the following protocol will be followed:

- 1. Staff should follow the student at a pace from a distance to as far as feasible, encouraging them to return to the provision or giving them enough space to regulate. DO NOT RUN AFTER THEM.**
- 2. If the student goes off the site into a community space, one member of staff should follow at a safe distance and use any known information to on-the-spot risk assess the situation based on their needs.**

If they become out of sight revert to the Missing student protocol above.

Post incident actions:

After the incident is resolved and, in all cases, the following steps will be taken:

Member(s) of Senior Leadership Team (SLT) to hold an incident debrief within 24 hours of the incident resolution to identify if any improvements are needed to be made to the process.

Members of staff engaged in the incident to write incident report and upload to CPOMS within 12 hours of incident resolution.

Student's risk assessment and Behaviour support plan to be updated within 24 hours with details of incident and any further preventative measures that will be taken to mitigate future instances of absconding.

Policy Reviewed July 2024.