



**ASPIRE**

**THE ASPIRE HUB**

**Abscond Procedure**

## **Absconders**

This procedure has been written for staff to ensure that they are aware of actions that need to take place if / when a child absconds from the premises.

We have the best interests of all the children at The Aspire Hub at the forefront of everything that we do.

We have taken steps to ensure that the building and surrounding areas are safe by the following:

- Locking the main entrance at 9.30am
- Internal front doors are Digilocked, only staff are aware of codes, and these are changed regularly
- Playground area secured and monitored
- Closest emergency exits for the classrooms lead onto the secured playground
- High staff to child ratio
- Individual risk assessments are in place if needed

Children must remain supervised for at all times, this means the likelihood for absconders to leave the building is a low risk however in the event that a child does go missing whilst at The Aspire Hub, we will take the following steps:

- Alert the DSL
- Regroup the remaining children
- Search the building
- Search the surrounding area
- Call the police
- Inform parents

### **Procedure for staff following absconders**

- Do not chase the child
- Keep eyes on the child at all times
- Stay at a distance and remain out of sight to monitor and dynamically risk assess the situation taking into consideration the environment and any potential risks to the child or public e.g. road crossings, vehicles etc
- Stay in contact with a member of SLT via phone
- If in a position to and safe to do so encourage the child to return back to The Aspire Hub whilst dynamically risk assessing as per above

Any incidents of absconders will be logged on Scholarpack.