



Unit 19, Avenue B, Nottingham, NG1 1DU
FAST FORWARD ABSCONDING POLICY AND PROCEDURES

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

FAST FORWARD is committed to safeguarding and promoting the wellbeing of students. The provision expects all staff and volunteers to share this commitment. FAST FORWARD strives to provide a safe and secure environment where students will want to come and enjoy learning with others. It is always our expectation that students will choose to comply with policies and procedures whilst on provision premises or under the direct supervision of staff during educational visits.

There may be occasions however, where students choose to abscond from the provision site or the supervision of staff whilst on educational visits.

This policy is written to ensure that if a student chooses to abscond, staff and volunteers at FAST FORWARD are ready to deal with that eventuality.

Staff are reminded to read the following provision policies and practice guidelines in conjunction with this policy:

- Health and Safety Policy
- KSCIE Policy
- Risk and Needs Policy
- Individual Risk Assessments
- Admissions Policy

A student enrolled at/ attending FAST FORWARD is considered to have 'absconded' if they intentionally/ knowingly leave the provision site or any activity outside the provision as part of their learning, without permission.



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If a student absconds:

- Staff at FAST FORWARD should always bear in mind that students who have chosen to abscond may be upset or agitated and therefore it is important that the response of staff is to remain calm, maintain visual contact as far as possible and work to re-engage the student and return them safely to the provision.

If the student has not returned within 15 minutes, then the member of staff should contact the parents and inform them.

Dependent on the Behaviour Support Plans – this is when staff run after students, nor should they ask other students to assist in pursuing the absconding student o Active pursuit may encourage the student to leave the immediate vicinity and may also cause the student to panic, possibly putting themselves at risk, for example by running into a busy road

- Staff should ALWAYS remain with our ‘vulnerable’ students o ‘Vulnerable’ students are defined as; all students who are transported to and from provision by the LEA) if they abscond off the provision site

- Staff will monitor the student from a safe distance ensuring their personal safety of Vulnerable students must not be left alone at any time. If contact is lost then the police must be called immediately

- The member of staff dealing with the incident should inform the DSL/ Deputy immediately about the situation

- Where possible, the member of staff following the student should remain in contact with the DSL/ Deputy at provision via a mobile phone

- The DSL/ Deputy will then, if appropriate, allocate further staff members to go and collect the student and return them to the provision

- The DSL/ Deputy will also inform the student’s parents/ or the referring institution and keep them updated as necessary

- The DSL/ Deputy will inform the Police after obtaining consent from the parent/guardian. If the parents/ guardians cannot be contacted, the Director/School Partnership will take an appropriate decision depending on the response/ reaction of the student as well as the location/direction of the student’s movement

- The DSL/ Deputy will provide the police with as precise a description of the student as possible, the last known whereabouts of the student and any other details they may require



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It is important that following an incident, the issues that arise are addressed and staff should:

- Review the individual risk assessment for the student involved
- Where appropriate, talk through the incident with the student involved explaining the consequences of such action in terms of Health and Safety of the student and staff involved. Ensure that a record of such discussion with the student is kept and that a new assessment is carried out.
- Complete an incident form and/ or an absconding record (a copy of which should be placed in the student's personal files)
- Keep all members of staff informed and discuss the incident in staff meetings
- Review procedures for the individual every half term to ensure appropriate control measures are in place and that all staff is fully informed.

Student absconding whilst off-site on educational visits, trips or specialised one to one tutoring

1. In the event that a student from FAST FORWARD absconds while on a trip, or offsite mentoring, the trip leader must follow absconding procedures as laid out above. Staff must try whenever possible to maintain visual contact with the student and inform the DSL/ Deputy at the provision immediately.

2. DSL/ Deputy will ensure that the provision informs the student's parents and records details as communicated by the trip leader in the Absconding Book. A record of the telephone call to parents must be made.

The Trip Leader/One to one Offsite tutor must provide the following Information when calling the provision office to report a student who has absconding:

- The precise location
- Who the absconding student was with
- When the student was last recorded as being seen
- How the student absconded
- The time that the student absconded
- Are they in any immediate danger (if so the police/fire ambulance service must be called) If the

Police are to be Informed, the Following Additional Information Should be Provided to the DSL/ Deputy:

- The height and build of the student
- The colour of the student's hair
- What the student was wearing including any distinguishing accessories, i.e. bags, sunglasses, etc.

Students Walking off the Premises During the Day – All students have access to the walk out as FAST FORWARD is not classed as a secure site and are able to leave the premises, should they so choose.



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However, if a student makes the decision to walk off the premises without direct permission from SLT or a member of staff, it will be classed as absconding.

Parents/ carers will be notified as soon as the student leaves the premises as a matter of safeguarding. A member of staff will always follow the student, following the above procedures, and if deemed necessary the police will be called.

Written by Adele Meek (QA Consultant)

Approved by Director Steve Lee

31st August 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.