LLDD Leave/Abscond Policy

Policy Owner	**The SEND Team**
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Content

1. Introduction

1.1 Introduction to health and safety

The college considers that the health, safety and wellbeing of its learners is of vital importance. The college fully accepts its legal and moral responsibilities for providing and maintaining a safe and healthy working and learning environment and is committed to taking all steps that are reasonably practical to achieve this.

2. Purpose

2.1 Purpose of LLDD Leave/Abscond Policy

This policy is written to guide staff in the event of a vulnerable* student going missing on the premises, going missing outside of the college or having absconded.

Those who are an immediate risk and have a significant likelihood to suffer harm to them as an individual or as a threat to others. Those with a significant learning disability.

3. Normal Operating Procedures for LLDD

3.1 All staff will adhere to the Normal Operating Procedures on a daily basis.

- Student/staff ration in class
- Corridor monitored by 2 ALS during breaks/lunch
- Behaviour Support Plans/Personal Risk Assessments in place to identify triggers and plan accordingly to prevent incidents
- Communication books used for MLD/PMLD
- Staff/ALS can be rotated on TT to prevent attachment & behaviours
- Read all EHCPs/ILSPs/Uploaded documents
- Keep a consistent log of behaviour/support/praise on pro-monitor

4. Leave/Abscond Procedures

4.1 Initial allocation of staff:

CL will allocate members of staff who can recognise the learner to undertake an initial check. They must trace learner's last movements, identify the possible exit used and search the surrounding area. Implement a thorough search of the department including toilets, toilets, classrooms and cupboards.

Learner: staff ratios for the remaining class may be affected, therefore CL to contact ALS to supply additional staff to ensure that there are adequate staff left in the building to deal with other contingencies (if no extra support is available from ALS - ALS from other LLDD class to be redeployed to assist with area of need when required.)

Staff must take potential dangers into account and not put themselves at risk.

4.2 Informing other parties:

Inform CTL* and estates to assist; inform of what the learner is wearing, hair colour etc. and learning needs/triggers/calming strategies. CTL will organise all available staff to search the area.

Staff must take potential dangers into account and not put themselves at risk.

CTL will inform admin to contact the parents of the learner who is missing. The Admin contact must not leave the premises but remain on site to co-ordinate the search, answer phone calls and provide photos and information.

4.3   Notification for off site visits:

Notify, if appropriate, the venue that is being visited and ask them to initiate their lost child/vulnerable adult protocols.

4.4   Informing police:

In the event of the learner not being found in 10 minutes CL/CTL* to contact police.

4.5   Learner located:

If the learner is located at any stage in the above process, the CTL* must establish the following:
- The safety and medical condition of the learner.
- Whether any treatment is necessary as part of this episode.
- Whether they need to activate the Emergency Operating Procedures in the event of violence/aggression.

4.6   Complaints procedure:

CTL (or nominated tutor in the absence of CTL) will to contact parents and inform them of the complaints procedure should they wish to use it.

4.7   Incident report:

Following the incident, ensure appropriate documents are completed as soon as possible.

5.1   Related Policies/Information

5.1   Staff are reminded to read the following policies/information in conjunction with this policy:

- Health and Safety Policy
- Behaviour Support Plans
- Department Risk Assessments
- LLDD.NOP/EOP Policy
- LLDD Learner Collection Policy