



YARRAVILLE

Special Developmental School

STUDENTS RUNNING AWAY FROM SCHOOL POLICY

Yarraville SDS Principal:

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School Council President:

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CERTIFICATION:

School Council President

Signed

Date

22/5/18

Principal

Signed

Date

22/5/18

This policy ratified at School Council meeting

22/5/18



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STUDENTS RUNNING AWAY FROM SCHOOL POLICY

PURPOSE:

To ensure that schools take appropriate action in relation to managing a student who runs away from school or a school approved activity.

IMPLEMENTATION:

Schools must:

- Take immediate steps to establish whether the student has left the school grounds or a school approved activity.
- Take all reasonable steps to discharge the duty of care that is owed to the student.
- Notify the Victoria Police if there is a reasonable concern for the safety of the student or others.
- Notify the parent, guardian or carer of the student as soon as reasonably possible.
- Report the incident to the Department's Security Services Unit on (03) 9589-6266, as soon as practicable.

If a staff member reasonably suspects that a student has left the school grounds or a school-approved activity, such as an excursion or camp, without authorisation, they should immediately notify a member of the leadership team so that all reasonable steps can be taken to discharge the duty of care owed to that student. The reasonable steps to be taken will vary and depend on the individual circumstances of the case and the individual student.

In determining what reasonable steps to take, relevant considerations include the following:

- The time that has elapsed since the student has left the school grounds or school approved activity.
- The location of the school or the school approved activity and its proximity to external dangers such as busy roads or railway lines (For all excursions, a risk assessment needs to be completed prior to the activity).
- The individual student's ability to appreciate the risk associated with their behaviour and actions.
- The age and ability of the student.
- The student's prior behaviour or previously exhibited vulnerabilities, difficulties or troubles.
- The student's emotional state immediately prior to leaving the school grounds or the school approved activity i.e. whether they were highly distressed, whether they were drug or alcohol affected, whether they had indicated an intention to hurt themselves or others.

- The time that has elapsed since the student has left the school grounds or school approved activity.
- Whether other students who are under the care and supervision of the school staff can be appropriately supervised whilst appropriate action is taken to manage the student who has run away from school or the school approved activity.

Depending on the individual circumstances of the case, the reasonable steps to be taken may include one or more of the following:

- Contacting the Victoria Police to advise them of the missing student and the particular age, disability, vulnerabilities, or mental state of the individual student.
- Contacting the parent, guardian or carer of the student to advise them that the student has left the school grounds or school-approved activity and to obtain any additional information and assistance that may assist in locating the student.
- Searching for the student, particularly if there is information available as to the student's potential whereabouts.
- Following the student and maintaining visual contact until the student returns to school or school-approved activity, or is in the company of the police or their parent, guardian or carer
- Making contact with the student and encouraging them to return to the school grounds or the school-approved activity, go to a safe place, stop the behaviour that is putting them at risk, or remain in the company of a suitable and responsible adult.
- Restraining the student in appropriate circumstances (including assessing safety of all) and in accordance with the Restraint of Student guidelines, see: Restraint of Student. For example, where the student is about to step in front of a car or otherwise harm themselves.

After an incident in which a student has run away from the school grounds or school-approved activity, school staff should take the following steps;

- Report the incident to the parent, guardian or carer (if this has not already been done)
- Report the incident to the Department's Security Services Unit
- Document the incident and the staff response to the incident
- Consider whether it is appropriate to conduct a Student Support Group meeting
- Consider whether it is appropriate to develop a Behaviour Support Plan.

For students leaving the school grounds (117 Blackwood Street), please also see the *School Management plan of students Running away from School*

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

RELATED DET POLICIES:

- Police – Department protocols
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/police.aspx>

- Restraint of Student
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/restraint.aspx>

RELATED LEGISLATION:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007



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Management Procedure for Students Attempting to or Running Away from School

Date: May 2018

Completed by: Ashwini Sharma, Davina D'Menzie, Sally – Ann Watt, Kelly Botha

Procedure:

If a student is **attempting to leave** the school grounds the following procedure will be followed

1. Staff to call
 - Code Red
 - including the **location of where they require the help** on both sides of the gate/fence (see location code on Right)
2. **One member of staff to be identified as the person in charge** of the situation who will take into consideration the emotional state of the student and individual motivators that can be used.
3. When a member of **Leadership arrives the management of the situation can be handed over** if needed

Locations:

- Front gate
- Secondary gate
- REC Room fence
- Laneway gate
- Junior playground gate

Person in charge to manage staff movement

Procedure:

If the student is **successful in leaving** the school grounds the following procedure will be followed

1. Staff to call
 - Code Red
 - Including student name and the **location of where they require the help** on both sides of the gate/fence (see location code on Right)
2. **One member of staff to be identified as the person in charge** of the situation who will take into consideration the emotional state of the student and delegate roles to be undertaken. (When a member of **Leadership arrives the management of the situation can be handed over** if needed)

Roles:

- Communication Officer will **report to the police, DET SSU (03)9589 6266 and family.**
- Chief Wardens will manage the situation by **calling the location and direction** that staff need to head towards,
- 2 members of staff to **respond to each location** as required, second person to take a mobile phone with for communication and bum bags with student motivators
- If required staff can make **use of their vehicles**
- 3.
 - Once staff have located the student, **sit nearby and encourage student to return to school grounds using motivators**, restraint can be used if appropriate see Restraint of Student Guidelines.
 - **Assess the situation** before giving chase to the student
 - Communication Officer to be **informed** via mobile phone that **student has been found.**

Locations and direction:

- Williamstown Road Left
- Williamstown Road Right
- Powell Street Village End
- Powell Street Francis Street End