



**EXECUTIVE PRINCIPAL:  
DIRECTOR OF CABINPROVISIONS:**



**STEPHEN MUNDAY CBE MA  
PETER ALLCOCK**

**A Provision of**



West Street, Comberton,  
Cambridge CB23 7DU  
(01223) 265539

## **Procedure to follow when a student from The Cabin is AWOL – missing and unaccounted for**

Cabin students often have a place they can go when they feel unable to cope. If known to be at one of these locations, the student will be left alone for 10 minutes to recover from their anxieties.

### **A student is considered to be AWOL if they:**

- Are not known to be in their lesson or the Cabin and is unaccompanied by TA
- Is not where they are supposed to be (as per timetable) or teaching staff's instruction
- Is not on the way to or from a lesson
- Has been reported to have left the school property unaccompanied by a member of staff, and without parental permission obtained (or variations therewith)

### **When a student is AWOL the following procedure should be followed:**

1. 1a) Inform Cabin CSS by email

1b) Send an email to Teachers Only and All Support Staff asking if they have seen the student around the school and asking for their location (if necessary, an addendum can be added to ask staff not to approach student if felt necessary by Cabin staff due to reasons for being AWOL)

1c) Inform site team via walkie talkie so they can inform if seen

2. Mobile phones used by Cabin staff so any sightings can immediately be reported

3. Whilst awaiting responses from staff, one member of the Cabin staff will:

3a) Continually check the students 'place they go'. If found, tell the student you will return in 10 minutes. After 10 minutes, staff will return and encourage the student to accompany them to the Cabin.

3b) Check other areas the student is known to feel safe. If found, leave the student saying you will return in 10 minutes. After 10 minutes, staff will return and encourage students to accompany them to the Cabin

4. After a tour is completed but the student is not located, the Cabin will be informed by mobile phone and Cabin staff will return to the Cabin.
5. After 30 minutes if no messages or sightings have been reported by school staff then a tour of the school and grounds will be carried out again paying particular attention to 'place they go'. The Cabin will be informed by mobile phone or email of any sightings. If no sightings, Cabin staff will return to the Cabin.

6a) If found, leave the student and say you will return in 10 minutes. After 10 minutes staff will return and encourage the students to accompany them to the Cabin.

6. If not found, senior Cabin staff informed. An urgent reminder email to be sent to all staff making them aware of the seriousness of the situation and the need for immediate message if the student has been seen
7. A member of senior Cabin staff at this point will check nearby roads and bus stops
8. If after 1 hour the student has still not been sighted by any member of staff then the police, parents and SLG will be informed

8a) However, if it known that the student has left the school property and refuses to return when asked to, then:

- Senior Cabin staff will make every effort to encourage the student to return to school if they can see and talk to the student- if they refuse parents and/ or police to be called (at staff discretion)- senior staff staying with student to maintain de-escalation
- If the student cannot be seen then parents, police and SLG will be informed
- As the school has a responsibility to the safety of its students, then staff can only take responsibility for the student when the student is on site. If offsite senior staff to decide on escalation to parents or police dependent on circumstance