SPORTING CHANCES GROUP

ENCOURAGING EXCELLENCE, NURTURING TALENT!

ATTENDANCE MONITORING PROCEDURE

YP = Young Person, **Police** = Call 999

NON-ARRIVAL AT PROVISION

Risk Assessments

Risk assessments should be completed on each YP, particularly those that are prone to unexplained or unauthorised absence (incl. truancy).

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Attendance Registers

Registers are to be completed and submitted into SCG Admin by 10:30am. Attendance emails should be sent to funders.

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Initial Investigation

If a YP has not arrived by 11AM, parents/carers should be contacted by phone to query their whereabouts, including looking into any transport issues.

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Whereabouts Cannot be Established

If it is believed by parents/carers that the YP left to attend the Provision but they have not arrived by 11AM, and there are no transport issues, then the **Police** should be contacted.

LEAVING THE PROVISION WITHOUT PERMISSION

Absconding

Should a YP abscond from site, 1 member of staff should follow by foot and another by car encouraging the YP to return to the setting. As far as possible, eyes should always remain on the YP. Both members of staff should have their phones in the instance that an emergency call needs to be made or they need to communicate with one another.

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Unsafe

If the YP is acting in an unsafe way (i.e. not observing road safety protocols) then the decision may be made to skilfully restrain the YP and return them by car or to call the **Police**.

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Post-Incident Review & Response

Leaving without permission will normally result in next-day exclusion, subject to review of the circumstances, safeguarding risks and individual needs. Parents/carers and the placing organisation will be informed and involved as appropriate. The risk assessment will be updated and support and safety measures agreed on to mitigate reoccurrences.

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Communication

If sight of YP is lost, then the **Police** must be contacted and the search continued. Parents/Carers must be informed and kept updated on the status of the incident. The occurrence must be reported to the DSL and an Incident Report completed.