



Children Leave the School Site
without Permission Policy
September 2020

Review: September 2023

Overview:

At Chancellor Park Primary School children should never be allowed to leave the premises during school time without an adult's permission. It is possible, that on a rare occasion a child may leave the premises without the knowledge or permission of an adult. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

Outcomes

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents/carers and the authorities at every appropriate point.

For a child (or children) leaving site without permission or unexpectedly.

If a child is attempting to leave site and the adult is not at risk, the adult can provide a non-holding block in front of the exit/gate and should verbally advise the child to remain on site.

If the adult is at risk of being hurt the child should be verbally directed to remain on site, but no blockage formed.

Children who run

If a child runs away from school and is in the eye line of adults, the adult should call after the child or try and talk to the child to try and get them to come back. In this case, visual from a distance is preferable as long as the child does NOT run or panic as a result. If a child has run/panicked do NOT chase. One member of staff to leave the premises straight away and try to keep the child in sight. Second member of staff to follow the member of staff once they have a mobile phone. If staff lose sight of the child the police are to be called.

If child remains in view staff should use their judgement on whether verbal reassurances should be given e.g. "I am not following you, I am making sure you are safe."

The child's parent/carer should be contacted as soon as physically possible. The parent/carer should attend situation and make contact with the child. If the parent/carer does not answer the phone, a message should be left that informs them of the situation.

If the parent/carer gets in contact, they should be advised that they need to attend the situation immediately and locate the child.

If the parent/carer does NOT respond after 5 minutes, then the police should be informed. Staff will remain as close to the child as possible without causing any heightened panic as aforementioned.

After the incident, the parent/carer and the SLT need to decide whether it is appropriate for child to return to Chancellor Park Primary School for the remainder of their session or whether the incident will result in a suspension. A follow up conversation/meeting will take place between parents/a member of the SLT.

The incident will be recorded and the actions evaluated. Where relevant the child's One Plan/EHC or care plan where relevant will be reviewed.