



Stukeley
Federation

Children Leaving School Site Without Permission Policy

in support of

**William Stukeley CE Primary School
and
Deeping St. Nicholas Primary School**

Policy approved by Full Governing Body: September 2024

Policy to be reviewed: September 2027

CHILDREN LEAVING SCHOOL SITE WITHOUT PERMISSION POLICY

Overview

Within the Stukeley Federation, children should never be allowed to leave the premises during school time without an adult's permission. It is possible, that on some occasions, 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:

1. 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.

A member of staff can use a safe hold if the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation.

2. *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 to 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 follow.

If the child does not return or is not found within a short period of time, move on to the next stage.

3. The child's parent/carer should be contacted immediately. The parent/carer should attend the 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 and that the police will be contacted.

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

5. The police should be informed.

6. If the Executive Headteacher / appropriate Senior Leaders are not on-site, they should be informed immediately.

7. After the incident, the parent/carer and Federation SLT need to decide whether it is appropriate for the child to return to school for the remainder of their session or go home.

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8. The incident should be recorded on CPOMS and actions and outcomes evaluated. Federation SLT will reflect upon the procedures and event and create/amend/update any specific documents if appropriate to do so.