



**Policy for when  
Children Leave the School Site without  
Permission**

**Date: September 2024**

**Review Date: September 2025**

## **Overview**

At Overdale Community Primary School children should never be allowed to leave the premises during school time without the adult's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the 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 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 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 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 after 5 minutes has passed if the parent/carer has not been in contact.
4. If the parent/carer gets in contact they should be advised that they need to attend the situation immediately and locate the child.

If parent/carer does NOT respond after 5 minutes, then the police should be informed.

As soon as the police have been called the HT, DHT or a DDSL needs to be immediately informed.

5. After the incident, the parent/carer and SLT team need to decide whether it is appropriate for child to return to Overdale for the remainder of their session or go home.
6. The incident needs to be recorded on CPOMs and the adult actions evaluated. SLT should reflect upon the procedures and event and alter the individual child's risk assessment plan if appropriate.