



Shardlow Primary School

Aspire Achieve Thrive



Procedures for Child Escaping from School

Approved by:	Local Governing Body
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1. Policy statement

This policy is designed to provide procedures for when a child has escaped the school grounds during the school day. At Shardlow Primary School the safety of our pupils is paramount; our ongoing safeguarding policies and procedures, as well as health and safety risk assessments, are all designed to keep pupils as safe as reasonably possible.

The school at times may have pupils who are at a higher risk of escaping. In such cases, individual risk assessments, alongside ongoing pastoral support are used to reduce this risk. Whilst we hope that all of this would prevent a pupil from escaping the school grounds, the school is duty-bound to plan for critical incidents, exceptional/rare circumstances and hypothetical situations, so that should this happen we are well prepared with a response which is going to secure the safety of the pupil as soon as possible.

2. Procedures

2.1 Identification of risk

If a staff member identifies a pupil escaping or attempting to escape they must first notify another member of staff – ideally, this would be a member of the senior leadership team or the safeguarding team however if this isn't possible to another adult in school or requesting that another pupil relay the message.

The staff member must take all reasonable steps to prevent the child from escaping including-

- Securing possible exit routes
- Blocking the child's escape route physically
- Using reasonable force as detailed in the school's Shardlow Primary School Physical Intervention Policy

2.2 Immediate Notification:

If the child manages to escape the school grounds the staff member must immediately notify another member of staff- ideally this would be a member of the senior leadership team or the safeguarding team however if this isn't possible to another adult in school or requesting that another pupil relay the message.

2.3 Search and Rescue

One staff member will then follow the child, or the route which they think the child has taken. The office administrator will contact the local police- if the child is being directly followed the non-emergency police will be called (101), if the whereabouts of the child is unknown, the emergency police will be called (999). The office administrator will give the police an alternative number to the school phone in order that they can maintain contact as needed.

Meanwhile the senior leadership team member(s) will begin to develop a search and rescue operation. The operation should include likely routes that the child may have taken and higher risk areas (e.g busy roads and open water) to be covered first. All available resources will be utilised, including school staff (whilst maintaining safe staffing levels in school), local police and other emergency responders as appropriate.

2.4 Parent Notification:

The office administrator will then notify the parents/carers of the child. The school will provide the parents with information about the steps being taken to locate their child and will keep them informed of any developments.

2.5 Communication with Law Enforcement:

The school will cooperate fully with the police in their efforts to locate the missing child, providing any information that may be helpful in locating the child.

2.6 Follow-Up Procedures:

Once the child is located, the senior leadership team member(s) will follow-up with the parents and will take any necessary steps to ensure the child's safety and well-being. The school will also review its procedures and policies to determine if any changes are needed to prevent future incidents.

2.7 Confidentiality:

The school will maintain the confidentiality of all information related to the missing child and the incident, in compliance with applicable laws and regulations.

3. Review and Update

The school will review and update this policy every two years to ensure that it remains effective and relevant.