NICHOLAS CHAMBERLAINE SCHOOL

Safeguarding Procedure: Child Leaving School Premises without Permission

Date: June 2025
Review Due: June 2026

Reviewed Annually

Safeguarding Procedure:

Child Leaving School Premises without Permission

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1. Immediate Response

- Staff Action:
  - Alert a designated safeguarding lead (DSL) or senior member of staff **immediately**.
  - If the child is seen leaving, a staff member may follow at a **safe distance** (without physical intervention) to maintain visual contact, unless this poses a risk to the child or others.
  - **Do not chase** or restrain the child physically unless absolutely necessary to prevent imminent harm.
- Safety First:
  - Ensure remaining pupils are safe and supervised.
  - Ascertain who last saw the child, when, and in what direction they were heading.

2. Notify Authorities

- Parents/Carers:
  - Contact the child's parents/carers **immediately** to inform them and verify if the child has arrived home.
- Police:
  - If the child cannot be located quickly or is at risk, **contact the police** by calling 999.
  - Provide detailed information: name, age, physical description, clothing, last known location, and any known risks (medical needs, SEND, history of absconding, etc.).

3. Record Keeping

- Document the incident thoroughly, including:
  - Time and place of absconding
  - Actions taken by staff
  - Who was notified and when
  - Outcome of the incident
  - Any follow-up actions planned

4. Return of the Child

- On return:
  - Ensure the child is safe and well; administer first aid or support if needed.
  - A senior leader or DSL should **speak with the child** to understand why they left and assess any safeguarding concerns.
  - **Record the conversation** and notify parents of the outcome.
  - Consider a **risk assessment** or support plan (e.g. Early Help, pastoral support, or counselling).

5. Review and Preventive Action

- **Review the incident** with relevant staff and safeguarding team:
  - Identify any gaps in supervision or procedures.
  - Update risk assessments or behaviour plans if needed.
  - Put in place strategies to prevent recurrence, such as improved fencing, increased supervision, or individual behaviour plans.

6. Informing External Agencies (if necessary)

- If there are ongoing concerns about the child's safety or welfare, consider making a **referral to Children's Social Care**.