



## RUNNING OFF SITE POLICY AND PROCEDURES FOR ACTION TO BE TAKEN

### Rationale

In exceptional circumstances children with difficulties have been known to run off the school site. The most likely times for this to happen are at lunchtime or playtime. On very rare occasions this can happen in class time. Staff and governors wish to minimise the risk to the children by risk assessing the site and having procedures in place for staff to follow.

If a child runs off the school site, other children may be left at risk and the dangers outside of school are uncertain. School personnel may put the child at risk by chasing them, possibly into the path of a car. If a staff member goes out to look for a child, in their own car, they may be risking insurance cover issues or objections from other parties.

### Risk Assessments of the Site

The school has regular Health and Safety checks by union representatives and these include the play areas around the main building. The play areas and woods are surrounded by fencing; access gates are either locked by padlock or by maglocks.

At least four members of staff should normally be on duty at playtime and lunchtimes. They should position themselves so that all areas of the playground can be monitored. Children who are likely to run off site should be monitored closely and where possible, have 1:1 supervision.

### Procedure if a Child Runs Off Site

- Before the child runs off, try to persuade him/her to go to a safe area to talk to an adult.
- If the child is near the school boundary, stay very calm and supportive and try and talk them back. If possible, send a child or other adult to get the Head teacher or Senior Member of staff.
- If the child **does leave the site** and is hovering at the boundary, try to talk to the child of the problems faced and reassure them as much as possible.
- Do not chase the child into the road.
- **The parents must be rung immediately and told of the situation. The expectation is that the parent will look for the child.**
- If the parents are unavailable, the police should be rung, outlining the hazards the child is facing.
- If school believes the child is at risk and the home is not likely to be capable of helping, Social Services should be contacted.
- If possible, staff need to monitor where the child has gone, but this must not be at the risk of cover to other children and minimum staff should be deployed.
- If the Head teacher/senior member of staff is available, she/he should give the parents as much assistance as possible.
- While waiting for the parents/police to arrive available staff should continue to search the site for the child.
- Should neither the police nor parents arrive within 15 minutes, senior personnel from the school should instigate a search off site.
- If a child goes missing from the site for no apparent reason, the parents and police should be informed and available staff should search the site and surrounding areas.

## Cross-reference to Other School Policies

This policy should be read in conjunction with the policies listed below:

- Health and Safety
- Safeguarding and Child Protection

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