LEAVING THE SCHOOL SITE WITHOUT PERMISSION

Date of Policy: September 2026
Review Date: September 2027
Member of staff responsible: Mrs Whitton

Overview
At Twelve Apostles Catholic Primary School, pupils should never be allowed to leave the premises during school time without the adult's permission. If a pupil leaves 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 pupil to school.

Outcomes
The safety of all pupils will be given our highest priority. A missing pupil should be an extremely rare incident. This policy is designed to put into place swift and effective actions to locate any missing pupil and to notify and involve parents/carers and the authorities at every appropriate point.

For a pupil (or pupils) leaving site without permission or unexpectedly:

1. If a pupil 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 pupil to remain on site. If the adult is at risk of being hurt the pupil should be verbally directed to remain on site, but no blockage formed.

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

2. ***Pupils who run:***
   If a pupil runs away from school and is in the eye line of adults, the adult should call after the pupil or try and talk to the pupil to try and get them to come back. In this case, visual from a distance is preferable if the pupil does **NOT** run or panic as a result. If a pupil has run/panicked **do NOT follow**.

   In all instances of a pupil leaving the school site, parents must be informed as soon as practically possible. The incident will be recorded on CPOMS.

If the child is out of eye sight, then the police must be called:

1. The pupil's parent/ carer should be contacted immediately. The parent/ carer should attend the situation and contact the pupil. 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.
2. If the parent/carer gets in contact, they should be advised that they need to attend the situation immediately and locate the pupil. If parent/carer does NOT respond after 5 minutes, then contact another contact on the contact list.
3. After the incident, the parent/carer, and a member of the SLT will meet with the pupil and parent/carer and support the pupil in explaining what happened. If the police have been called this will be supported by them also. The incident will be recorded on CPOMS.