**Mayfield School**

**Child leaving Site Policy 2024**



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| --- | --- |
| **Policy reviewed and adopted by Governors** |  |
| **Review Frequency** | **Annually** |
| **Last Reviewed** |  |
| **Next Review** |  |
| **Responsible** | **Headteacher** |

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**Policy Statement**

**Under Section 3 of the Health & Safety at Work Act 1974, Section 175 of the Education and Inspections Act 2002, and in Common Law, schools and other educational settings owe a duty of care towards their pupils and students. This duty of care requires that all reasonable steps are taken to ensure pupils are safe and always remain within the care of the school throughout the school day and during school-led activities.**

**The purpose of this policy is to ensure that Mayfield School provides a safe and secure learning environment and puts safeguarding measures in place to monitor attendance. Where a young person leaves site/absconds staff will follow the procedures listed to assist in the safe recovery and return of the pupil and report all events for review of such incidents.**

**School Security and Monitoring**

Mayfield School will monitor learners’ attendance throughout the school day and provide a secure site by:

**Recording pupil attendance during morning class by 9:15**

**Securing all designated exit/security gates between the hours of 9:05 and 14:50**

**Supervising exit/security gates between 8.50 and 9.05 and 14.50 and 15.10**

**Logging late arrivals at the office.**

**Monitoring and supervising pupils with the designated number\* of staff during play- time.**

**Monitoring and supervising learners with the designated number\* of staff during lunch- time break.**

**Recording pupil attendance in the afternoon class by 13.10**

**Ensuring all none teaching/activity area doors are closed and locked**

**The site is fob controlled**

**CCTV covers the main school gates and identified areas across the campus, and the campus entrance is controlled/monitored by the reception**

**Staff will report any missing pupils during the school day to SLT and the main reception;**

*\* The designated number of staff will be agreed by teaching staff/SLT*

**During out of school activities the responsible adult will register the class/group and monitor pupil attendance. Any discrepancies will be reported to the main office and SLT.**

**School visits will have an individual risk and supervision assessment.**

**Pupils leaving site Procedures**

Whilst Attending School:

**Our pupils should not leave our sites without permission. If this does occur, the following points should be followed:**

**If a pupil is seen leaving the school grounds without permission, staff must act immediately, we would encourage staff not to run, nor should they ask any other pupil to pursue the pupil. Experience shows that running often exacerbates the situation. Active pursuit may cause the pupil to panic and possibly put themselves at risk by, for example, running onto a busy road. Every effort, however, should be made to prevent the pupil from leaving site.**

**If a pupil leaves the immediate vicinity of the school this must be reported to the Senior Leadership Team (SLT) immediately and the members of staff dealing with the situation will engage in a local search.**

**On all occasions when a pupil leaves school without permission this should be reported to a member of** **the Senior Leadership Team (SLT) immediately and it will be for them to take further action.**

**SLT will initiate the following course of action:**

**Nominate a team of staff tasked with managing the situation.**

**Check that the pupil has not returned to school.**

**Instruct an immediate search of the school site.**

**Report to the site team as appropriate.**

**Ensure the pupils’ parents/carers are informed that their child has left site.**

**If after reviewing the incident and there is no further notification of the pupil’s whereabouts, SLT will report the learner as missing to the police.**

**Undertake the completion of the pupils leaving site without permission form (Appendix A) in which relevant members of staff will be required to outline the nature of any incident (if known) which led to the pupil leaving site and a pupil profile (dress, appearance, discerning features)**

**SLT dealing with the matter should log the steps that they have taken until the matter is finally resolved. This will be recorded on CPOMS and the form will be attached.**

**If the pupil returns of their own volition, following the steps outlined above having been taken, then the parents, carers and the police will need to be informed as soon as possible of the pupil’s return to school.**

**Upon their return to school the pupil must be seen by SLT and either the school nurse, or a first aider or receive further medical attention depending on the circumstances. At that point a decision will need to be taken regarding next steps and support required.**

**In all circumstances of a pupil leaving site without permission, parent carers will be informed unless SLT recognise, through consultation with the DSL, that this would lead to risk of harm.**

**All incidents of a pupil leaving site without permission must be recorded on CPOMS. The incident must be reviewed to decide upon further action, and it must be reported to the Chair of Governors and the Local Authority.**

**A full review of the incident will take place, and outcomes will inform future practice.**

**School Visits**

**A full risk assessment will be undertaken for each school visit, and this will review pupil behaviours and known information. This will assist in determining any measures required for specific pupils and the trip as a whole.**

**For the purpose of this Policy, school visits are categorised into three levels and have appropriate management and assessment criteria. The following chart will be used to assess and manage school visits and provide the appropriate procedures to be adhered to.**

|  |  |  |  |
| --- | --- | --- | --- |
| Category of Visit | Level 1 | Level 2 | Level 3 |
| Description | | | |
| Examples of school visit | Outside activities including (distance):  Water based  Water proximity General public spaces | Internal Site-Specific activities including Museums  Galleries Theatres | Local visits including Post Office  Church Library |

As part of the school visit planning, a risk assessment will be undertaken with regard to the pupils’ attending the arranged visit. This will assist in identifying specific risks associated with the visit.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Category of Visit | Level 1 | | Level 2 | | Level 3 | |
| Site Visit Risk Assessment (after measures taken) | High | 3 | High | 3 | High | 3 |
| Medium | 2 | Medium | 2 | Medium | 2 |
| Low | 1 | Low | 1 | Low | 1 |
| Potential Learner(s)  Behaviour/leaving without permission history | High | 3 | High | 3 | High | 3 |
| Medium | 2 | Medium | 2 | Medium | 2 |
| Low | 1 | Low | 1 | Low | 1 |
|  | Total |  | Total |  | Total |  |
|  | | | | | | |
| Overall Potential Learner/Visit Rating | High | 7-9 | High | 7-9 | High | 7-9 |
| Medium | 4-6 | Medium | 4-6 | Medium | 4-6 |
| Low | 1-3 | Low | 1-3 | Low | 1-3 |
| Risk Outcome Level | High – Not Attend | | High – Not Attend | | High – Measures | |
| Medium – Not Attend | | Medium – Measures | | Medium – Measures | |
| Low – Measures Reqd | | Low - Measures | | Low:1to1 Supervision | |
| Supervision Procedures | As Below | | As Below | | As Below | |
| Reporting Protocol | School Head/SLT Police/ Parent Carer | | School Head/SLT Police/ Parent Carer | | School Head/SLT Police/ Parent Carer | |

**Leaving Supervised Area on Visit:**

**If a pupil leaves the area without permission this will initially be treated in the same manner as an event of a lost/missing pupil and the following procedure will immediately be followed:**

**The trip leader is informed immediately.**

**If a pupil is seen to leave the school group without permission, then staff need to assess the situation and act appropriately.**

**Staff must act immediately, we would encourage staff not to run, nor should they ask any other pupil to pursue the pupil. Experience shows that running often exacerbates the situation. Active pursuit may cause the pupil to panic and possibly put themselves at risk by, for example, running onto a busy road.**

**Ensure that all other pupils are safe with appropriate adults.**

**If a pupil is not seen leaving but becomes unaccounted for, start a systematic search, based on where the pupil was last seen and with whom, making sure all areas are covered.**

**The trip leader will inform the venue staff so exits and entrances can be secured and monitored.**

**The trip leader will immediately inform the school office who will contact a member of SLT;**

**A member of SLT will become the incident manager or nominate a senior member of staff to manage the situation.**

**Contact will be held continuously between the trip leader and incident manager;**

**SLT and/or the incident manager will review all factors regarding the location/pupil, and then inform parent carers if they are not on the visit, within an appropriate time**

**The police will be informed**

**If the pupil is unable to be found SLT/incident manager would inform the relevant department of the Local Authority and**

**The Chair of Governors will be informed of the incident.**

**When returning to the care of staff, they will be assessed by the trip leader and** **at that point a decision will need to be taken regarding next steps and support required.**

**A full review of the incident will take place, and outcomes will inform future practice.**

**Appendix A**

**Pupil Leaving Site Form**

|  |  |
| --- | --- |
| **Completed by** |  |
| **Date** |  |
| **Time** |  |
| **Name of pupil** |  |
| **Nature of incident if known (including events leading up to it)** | |
|  | |
| **What is the pupil wearing?** | |
|  | |
| **Any additional information about appearance/features** | |
|  | |