



## Folksworth Church of England Primary School

### Recommended protocol for child exiting school premises following incident:

1. The member of staff supporting the child should summon assistance and notify the school office/ headteacher that the child is about to / has exited the building. This can be done using the 'walkie talkie' radios or by sending a name badge to the nearest adult to request assistance.
2. An assigned member of staff should follow the child at a safe distance, keeping them in their sight if possible; they should proceed in a calm manner; they should not run or shout to the child. If it is possible and safe to communicate with the child they should use the de-escalation script using a calm voice:

'John (*name of child*) ..... John ..... (*use child's name to gain their attention*)

I can see there something is wrong / has happened .....

I'm here to help .....

Come on let's talk about it ..... / let's sit down here together / ..... let's walk back to school together (*as appropriate*)'

*The script is developed to allow a simple message to be communicated without misunderstanding or provoking an argument. The framework avoids the use of 'you' and there is a 'no blame – no threat' message throughout. Once the individual child's needs and difficulties are known the script can be personalised to include the strategies set out in the Individual Behaviour Plan.*

3. Back at school the supporting member of staff should alert the school office that the child has left the premises. The school secretary should phone parents and the local police; The number for Huntingdon Police Station is 01480 456111. Having passed on the message the supporting adult should then follow the member of staff supporting the child, collecting a mobile phone or walkie-talkie from the school office, if possible. This will enable them to remain in contact with the school office so parents / police can be informed about the child's current whereabouts.
4. Once the child has returned safely to school and has had time to regulate a post incident support de-brief should follow.