

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.