



MONTAGU BAY PRIMARY SCHOOL

LEAVING SCHOOL GROUNDS OR ACTIVITIES WITHOUT PERMISSION PROCEDURE

Students are only allowed to leave the school grounds/activities between 9:00am and 2:45pm with the explicit permission of a staff member or a parent/guardian, who has relayed that permission to a staff member.

If a student leaves the school grounds without permission;

- Staff member who knows this must in the first instance call the Admin office, or if this is not practicable, send a student to the school office to inform them.
- School Admin to locate and notify 2 members of the leadership team, or other available staff if this is not practicable.
- Leadership Team (with mobile phone if possible) to attend outside and keep student in line of sight, encouraging student to return to school if this is feasible.
- School Admin to call parent/guardian and advise them that their child has left the school grounds, and ask them to help locate their child.
- If the student is not visible or continues to move further away from the school, Admin Office rang and asked to call Police, and notify parents that Police have been called.
- Once student is located and safe, conference with student and parents/guardian to determine the motivation for leaving. Normal School Behaviour Support Process followed.

This Policy was last ratified by the School Association in 2022 and is due for review in 2025