

## Safe place/quiet area

Always identify a safe space for each session/event and communicate it to the rest of the team working.

Regular session safe spaces are below

**Monday**

**Floor area just beyond storage room**

**Consider shutting main door if flight risk**

**Teen Club / Family**

**Lounge area**

**Friday**

**Floor area to left of main entrance in front of pillars**

**Consider shutting main door if flight risk**

**If the child uses a safe space above that is OUTSIDE of view of session:**

- 1. Try to only use this option if they are not a flight risk**
- 2. Shut the doors leading to exits (to slow any potential flight)**
- 3. Notify other staff & Jim immediately**
- 4. Try to take a 2<sup>nd</sup> DBS person with you if possible**
- 5. If the session is left short of staff/volunteers, Jim will adapt the session and continue with less support**

## Child Fleeing a Session

Parents must declare if child is a possible flight risk – ASDFH staff are NOT allowed to pursue any child who leaves the session premises (for the child's own safety)

- ALL contact details for every parent/carer is held on the Activity Sign in Sheet.
- (Parents are asked on sign up to provide a number that is contactable DURING the session).
- Try to stay CALM

In the first instance, try to prevent a situation where a child attempts to flee a session:

1. Sign up discussions/form to disclose any risk
2. Adaption of session if it is a recognised risk
  - a. closure of doors
  - b. safe space to redirect to
  - c. repeat reminders and encouragement of use of safe space
  - d. keep an eye on support needs/triggers
  - e. attempt to keep a calm environment
  - f. use of staff/volunteers selected to best suit the needs of the child where possible

- IF a child attempts to flee a session, do NOT use restraint but you can, if appropriate, try to block the doorway/shut the door/hold the door shut. (IF this doesn't affect yours, the child's or anybody else's safety)
- If the child does flee a session, DO NOT pursue/chase (SAFETY OF CHILD)
- Ensure that you or a member of staff contact the parent/carer IMMEDIATELY
- Make sure the parent/carer knows that the child has left the session and that they need to attend IMMEDIATELY
- You MAY feel it is safe to follow at an appropriate distance so that you have an idea about where the child is – if you do, you MUST take a phone with you and keep assessing whether this is in the best interests/safety of the child
- You can ONLY consider following a child IF the remaining session is safely supported with the correct ratio of staff to children
- If following is antagonising the child or making them flee faster/further – STOP immediately
- If possible try to stay on phone to a member of staff/volunteer in the session so that another person is aware of yours and child's location

- When parent/carer arrives:
  - Give up to date information that you hold about whereabouts of child
  - If time allows, give background information that you may know about the circumstances leading up to the child fleeing
  - IF session is adequately and safely supported in the correct adult to child ratio, you MAY offer assistance and support to the parent/carer to locate child
  - You MAY feel it is more appropriate to take your vehicle to help look for the child.
  - In either case if you leave the session, ensure you have a phone with you at all times.

Stay in touch with parent/carer to keep up to date on location & wellbeing of child

Contact a Manager to notify of the situation and do not go home until the situation has been resolved – check with a Manager if you need extra immediate support or further advice

Complete an Incident Form online

Arrange a meeting with the parent to discuss the situation and how/if the child will return to

# Behaviour Flowchart

- Every child & parent must sign the appropriate session contract
- Parents must declare if child is a possible flight risk – **ASDFH staff are NOT allowed to pursue any child who leaves the session premises (for the child’s own safety)**
- If parents are going to go “off-site” they must tell the Activity Leader and leave a contact number

