



St Vincent's Special National School



Procedure for Absconding Student Behaviour

- Inform all persons in the immediate vicinity.
- Inform school management immediately.
- School management must inform parents/legal guardian immediately. Also get sanction from parents/legal guardian for their child's name and profile to be given to the Gardai, if required.
- A full search of the buildings and grounds will be organized by school management immediately.
- A staff member (identified by school management) will cover the main exits from the grounds to the front of the building.
- Two staff members (identified by school management) will search the school campus (main house, gym, swimming pool, car park and respite/bungalows).
- If staff are able to identify or reference the pupil's location, they will follow at a safe distance whilst obeying the rules of the road and not taking any unnecessary risk.
- Staff responding to a pupil absconding must take every action to protect their safety and wellbeing.
- If staff are unable to identify or reference the pupil's location within their allocated area, they must inform the Principal and return to the school immediately.
- If the pupil is not located within the school campus, Cabra Garda Station must be contacted on (01) 666 7400. School management will give the pupil's photo and profile to the Gardai (please see point 3).
- A risk assessment must be completed for all pupils at risk of absconding behaviours. The risk assessment should include proactive and reactive strategies.
- If a pupil is subject to a restriction, based on the level of risk being unacceptable, the reason(s) must be documented in the Risk Assessment, including any assessment used to determine the use of restrictive options.
- When leaving the school for all school activities, staff must carry a mobile phone for emergencies.

Principal's signature: Cathy Cawley

Date: 31st March 2022

Review date: 2024