

# Protocol for a child leaving the school without permission

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If you witness a child leaving the school without permission:

- Remain calm
- Find closest possible staff member
- Inform him/her what has happened
- One of the two staff members to phone / contact Bernie Sheehy. If Bernie is not available, contact Margaret Lane

Both staff members will leave the school to follow the child

- Shadow the child at a safe distance if you can see the child
- If you can't see the child, follow your instincts as to the route the child may have taken
- The two staff members should stay together
- If you have a phone and have the opportunity, contact the school to inform them of your and the child's whereabouts
- If you locate the child, and he is willing, attempt to return to the school

Bernie and Margaret:

- Phone Gardaí
- Phone Parents
- Contact staff member who is shadowing the child