



Scoil Mhuire 'One-to-One' Policy

Scoil Mhuire, Leixlip is fully committed to safeguarding the well-being of its pupils. Every individual in the school community should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles and ethos of the school.

This policy relates to personnel working with children on an individual basis. It includes:

- Teachers
- SNA's
- Principal
- Priests from the parish when hearing Confession
- Personnel from a variety of bodies (HSE, NEWB, NEPS, NCSE, NDT, etc.) for the purposes of carrying out interventions of a medical / diagnostic / assessment / evaluative / consultative or advisory nature.

Guidelines:

In the case of Staff of the school

- All members of staff have been Garda vetted by the National Vetting Bureau.
- There is a viewing panel in the door of the Principal's office and the door of the Secretary's Office
- If a staff member is working individually with a child, the room they are using will have a viewing panel in the door – SET rooms, the Sensory room, the OT room.
- Parents will have given consent for a child to be taught or receive support on an individual basis.

In the case of priests of the parish

- Priests visiting the school will work under Scoil Mhuire's External Agencies Supplementing the Curriculum Policy
- Priests will not work on an individual basis with children except in the case of hearing Confessions
- In this case, the priest and the child will sit in the corridor outside the classroom with the classroom door ajar.
- All priests and parish workers must sign in at the office when they work in the school.
- All priests working with the school have been garda vetted by the National Vetting Bureau through Archbishop's house
- The priests will conduct their business in the school in accordance with the highest standards of professional conduct, as would be required by their own administrative bodies, and in line with the school's code of professional conduct.
- The priest will report to the DLP (or the DDLP) or to any other mandated person any concern they may have regarding the welfare of a child they speak with during their visit.

In the case of 'Visitors' to the school


- This policy applies to any and all occasions when children will be attended to, on an individual basis, by one or more of the following personnel (hereafter referred to in this policy as '*visitor/s*):
 - a) HSE staff member for dental, vision or hearing screening.
 - b) HSE nurse/doctor for administration of vaccinations, booster injections, inoculations etc.
 - c) NEPS professionals for counselling, consultation or completion of assessment.
 - d) Registered and qualified personnel in a variety of fields such as Occupational Therapy, Speech and Language Therapy and Behavioural Therapy from NDT (National Disability Team, HSE)
 - e) Visiting teacher(s) for the deaf or visually impaired.
 - f) TUSLA Education Welfare Officers or social workers
- According to the 'Commencement of Statutory Requirements for Garda Vetting from 29 April 2016 and Department of Education and Skills Circular 0031/2016', FAQ for schools..... 'There is no requirement under the Vetting Act for a school to receive a vetting disclosure from the Bureau in respect of HSE or TUSLA staff who visit schools in the course of their duties....The Vetting Act requires that these staff are Garda vetted by the HSE and TUSLA respectively'.
- 'There is no requirement under the Vetting Act for a school to receive a vetting disclosure from the Bureau in respect of the Department's Inspectors, NEPS psychologists who visit schools and psychologists visiting schools under the Department's Scheme for the Commissioning of Psychological Assessments.....All members of the Inspectorate and all psychologists referred to above have been Garda vetted for their employment with or engagement by the Department' of Education.
- Under the National Council for Special Education (NCSE) Visiting Teacher Service, all visiting teachers for deaf or visually impaired children 'must provide evidence of compliance with current **Garda vetting** as part of their application for a position with the NCSE'.
- On morning arrival, the visitor(s) will make themselves known to the Principal (or Deputy Principal) and will sign in the visitors' book in the school office.
- Parents will have given consent for the child to attend the support, prior to the visit.
- The visitor(s)' credentials will be checked by the school and they will be reminded of the school's policies and procedures around Child Safeguarding and Health and Safety.
- The visitor(s) will be shown to the room where they will conduct their business for the day.

- The visitor(s) will be introduced to the class teacher(s) of the child(ren) with whom they will be working, and will be shown the room(s) in which those children are.
- The consultation room shall have a viewing panel in the door.
- The visitor(s) will conduct their business in the school in accordance with the highest standards of professional conduct, as would be required by their own administrative bodies, and in line with the school's code of professional conduct.
- The visitor(s) will take care not to breach confidentiality protocols relating to their interactions with the school or with an individual child.

Child Safeguarding and protection:


- The visitor(s) will be given a copy of the school's Child Safeguarding Statement.
- The visitor(s) will treat all children in an equitable and fair manner regardless of age, ability, gender, religion, social or ethnic background, or special educational need.
- The visitor(s) will take particular care not to expose any child, intentionally or otherwise, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- The visitor(s) will take particular care not to expose any child, intentionally or otherwise, to a risk of harm arising from inadequate supervision or from inappropriate relationship/communications between the child and another child or an adult.
- The visitor(s) will report to the DLP (or the DDLP) or to any other mandated person any concern they may have regarding the welfare of a child they work with during their visit.

This policy was ratified by the Board of Management on: 22/3/18

Signed: 

Chairperson of BOM

Date: 22/3/2018

Signed: 

Principal (DLP)

Date: 22/3/18

