

Behaviour Policy

This policy relates to students of the college, teachers and the staff of Coláiste Chiaráin.

Reasoning

The reason for this policy is to have an effective system in place in order to fulfil our targets, as set out in the Mission Statement.

Aims

- Maintain and develop good behaviour through recognising students for behaviour, progress and general effort.
- Treat each person equally.
- Ensure health and safety.
- Protect rights.
- Avoid bullying.

Subject

Reference and recommendations in relation to the following are set out in the policy:

- Praising good behaviour and giving support
- Fostering respect for one another
- Fostering a happy environment
- Implementation and monitoring of the policy
- Standards of behaviour
- Result of dissatisfaction regarding behaviour
- Code of behaviour for students
- Bullying

Implementation

In order for students to enjoy and fully benefit from their time in An Cheathrú Rua, the following is expected:

- Good behaviour; to have courtesy and respect for:
 - In the college: the principal and teaching staff in the classes and at all of the events
 - In the accommodation: the 'bean an tí' and her household (link with the Anti-Bullying policy)
 - The local people: on the roads, in shops, in pubs ...
 - The language, the culture and the tradition of the people
- Students are expected to adhere to the rules in the Code of Behaviour (www.colaistechiarain.ie) and other relevant policies that outline acceptable behaviour while in the college
- Self-respect and honesty to be clearly evident in the behaviour of the students during their time in the Gaeltacht
- Full fixed attendance at classes, events and organised sessions from the beginning of the course to the end

- A complete ban on illegal substances
- For Irish to be spoken and practiced at every occasion in the environment

This policy has been formulated out of respect for all students and with their best interests at its core.

Advice, help and understanding will be available at all times from the directors and from the principal, when any student needs it. We are here for you.

Cóilín Ó Domhnaill (Stiúrthóir)

Sean de Paor (Stiúrthóir)

Cóilín Ó Domhnaill

Sean de Paor

23/04/22

23/04/22

Language Use Policy

This policy relates to: students of the college, teachers and the staff of Coláiste Chiaráin.

Reasoning

Coláiste Chiaráin is an all-Irish college.

Aims

- That the college will operate through the medium of Irish.
- To foster accuracy and richness of the language, so that there will be a high standard of Irish in the college.
- To promote the Irish language, the culture of the Irish language and Irish culture in the college and outside of the college.
- To foster respect and understanding for Irish amongst students and the whole of the college community.

Subject

- Irish is the language of communication and teaching of the college
- Every effort will be made to encourage the Irish culture through music, dancing, evening events, drama, debate and other Irish language and Irish cultural events.
- That teachers of the college will be competent and willing to work effectively through Irish.

Implementation and monitoring

It is our *aim* to foster and create a respect for the Irish language amongst the students, so that they become fully acquainted with the culture and life of the Gaeltacht, from music, dancing, folklore and every other aspect that relates to the life of the area.

- Through formal morning classes and various activities in the afternoon and evening, the *language fluency* of students will be expanded, enriched and strengthened.
- To that end, the students themselves will have a *duty and obligation* to speak and practice Irish from the beginning of the course to the end. It is expected that this will be the case in the vicinity of the college centre, in the accommodation and in the surrounding area.
- Students will be encouraged to reflect (Stop and Think) on the attitude they have in relation to using Irish if they are struggling and the effort that is being made will be praised with the merit system.
- Each student will be continuously *monitored and assessed* in terms of their spoken Irish. There will be a phased system in place before any child will be sent home due

to the violation of 'Riail na Gaeilge', but if a student continues to violate the rule despite being given every assistance, advice and guidance, they may be sent home from the course for the sake of the progress of the other students. (See Code of Behaviour at www.colaistechiarain.ie for information about College Rules in relation to the language)

Cóilín Ó Domhnaill (Stiúrthóir)

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23/04/22

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23/04/22

Health and Safety Policy

This policy relates to: The college and the college community. The health, safety and wellbeing of students is of utmost importance to us in Coláiste Chiaráin.

Reasoning

- To provide a safe workplace and place of learning
- To adhere to legal obligations
- To focus on safety
- To ensure fulfilment of responsibilities and obligations

Aims

- We wish to implement the Health and Safety Act.
- It will be the aim of the college to provide a healthy and safe environment for students, for employees and for visitors.

Subject

- It is the aim of Coláiste Chiaráin Teo to ensure in the case of students that take part in any of the organisation's courses that they feel safe and protected during their whole period of participation and protected from any mistreatment, abuse or danger. Coláiste Chiaráin Teo will fulfil that responsibility through careful selection and supervision of the houses in which we put the students, the teachers and other staff employed by the organisation, and by ensuring that students are appropriately cared for by those in charge.
- In addition to this, Coláiste Chiaráin makes a concerted effort to create an atmosphere in which the students have an open, trusted and collaborative relationship with the organisation and in particular, with all of those within the organisation and outside of it that are responsible for their care and progress.
- It is the strict policy of the organisation to deal with any concerns raised about the wellbeing of any student promptly and comprehensively. There are particular members of staff in the organisation (Designated Liaison Officer/Deputy Designated Liaison Officer) that have a responsibility to ensure the wellbeing of students and a responsibility to immediately notify the Director of Public Affairs at the local Health Board of any reports or files about mistreatment of a student.

Implementation and monitoring

- The staff regularly monitor and report on hazards.
- There is a process of responsibility in place in order for members of staff to report on hazards that they notice in the vicinity of the college.

- All members of staff are responsible for safety in the college but the principal and the Authority of the College will be informed about every occurrence regarding safety at the school site. The Principal has a particular responsibility, as the Safety Officer and Representative, to work to resolve any hazards that arise during the course.
- The Code of Discipline and the Anti-Bullying Policy are implemented at all times. Every incident is addressed immediately.
- The school is cleaned each day. The toilets are cleaned each day. There are hand dryers in the school.
- First-aid boxes are available in the staff room in the centre.
- Every teacher is informed about the appropriate steps that should be taken in the case of an accident.
- The office and the principal will have access to the list of students and their home contact numbers.
- Lists of emergency number and doctors' numbers will be hung up.
- Parents will be informed immediately about serious accidents.
- Parents will be informed if a student is sick or if they have to go to hospital.
- A college representative will accompany the student to A&E if necessary, however the parents a guardian or an other designated adult by the students family are requested to attend the emergency department as soon as possible. It is not expected for the college representative to stay in A&E with the student beyond the initial 2-3 hours after they arrive.
- A lifeguard will be on duty on the beach.

Safety Statement/Risk Assessment

- The statement sets out a security policy, in order to provide a healthy and safe working environment for employees and students of the college.
- This statement is available for our employees, providers of external services and for inspectors from the Health and Safety Authority.
- This statement will be reviewed regularly and it will be updated as necessary.
- This policy requires the cooperation of each member of staff. We promise, as far as is practically possible, that we will follow all relevant legislation, with regards to health and safety, in the following aspects:
 - The provision of a safe workplace
 - Safe entry and exit points.
 - The provision of appropriate personal protective equipment.
 - The regular maintenance of safety equipment and facilities.
 - Practice and repeat, as necessary, the steps to be taken to deal with an emergency, e.g. a regular fire drill.
 - Students will not be left without supervision in an unsafe environment in the college.

Under the Safety, Health and Welfare at Work Act 1989, each member of staff is obliged to:

- Take reasonable care of their safety, health, their own welfare and the welfare of others during their period of work.
- Use all machinery, tools, substances etc. appropriately
- Use personal protective equipment appropriately.
- A recognised list of hazards will be compiled and the steps to remedy them will be illustrated. Not all hazards can be remedied, but for those that can, it will be done as soon as possible, as set out in the statement. Those hazards that cannot be remedied will be clearly listed, and a policy and steps to mitigate the risks associated with them, insofar as possible, will be set out. Each member of staff will receive and sign this statement.

Health Policy

- Students are encouraged to have respect for themselves.
- Students are encouraged to maintain a healthy environment in the college e.g. keep rooms/toilets clean, refrain from throwing food around.
- If a student is taking medicine, it is recommended that the teachers be made aware of it. (Illness and Allergy form to be completed beforehand) No teacher is allowed to give medicine to any student under 18 years old.
- If an accident befalls a student, parents/guardians will be informed immediately or an appropriate arrangement will be made. The teacher that was present will fill in an accident report form as soon as possible, and he/she will gather information from any other witnesses present.
- Authorities and teachers of the college will be informed if there are any health problems present within the college e.g. epilepsy, diabetes. Information on how to help a registered student with a known illness should be made available to teachers.
- In the case of a student with allergies, the parent should provide appropriate information to the authorities and to the teachers of the college.
- It is recommended that there is a teacher employed on the staff, if possible, who has completed a first-aid course.

Accidents

Even though every precaution will be taken under our Health and Safety Statement to ensure that children are safe, we understand that accidents can happen. An account of accidents will be kept in our incidents book and the appropriate practice of the school will be followed, as stated in our accidents policy, which is part of the Health and Safety & First-Aid Policy.

First-Aid Policy

- The first-aid box is available in the office
- There will also be a first-aid box / bag at the lake & the beach
- The teacher that is supervising is to make an assessment of any injury that happens to any student under their care. If a teacher is in doubt, he/she should contact the Principal/Vice Principal immediately ☒
- If it is a minor injury the student should be brought to the office to get medical treatment. Gloves should be worn at all times
- If it is more than a minor injury, the doctor on duty should be contacted immediately for advice on the best way to deal with the student. If necessary, the student should be brought to the doctor
- If it is dangerous to move the child, a doctor/ambulance will be called. The teacher will have to give an account of any accident that happens in the incidents book

Students travelling in staff cars

- Teachers do not take children on their own in their cars.
- There could, of course, be exceptional cases e.g. in an emergency or a case of great urgency, for the student's welfare, should the student be in danger.

Interviews with Students

- If it is necessary to interview a student in the course of any investigation into behaviour the Safety Officer or another teacher or the Bean an Tí/Fear an Tí will be present with the student.

Cóilín Ó Domhnaill (Stiúrthóir)

Cóilín Ó Domhnaill

20/06/23

Sean de Paor (Stiúrthóir)

Sean de Paor

20/06/23

Alcohol and Substance Abuse Policy

This policy relates to: The community of the college

Reasoning

To ensure the safety and health of everyone.

Aims

- To ensure health and safety.
- To provide training on the dangers relating to illegal and dangerous substances.
- To foster a sense of responsibility amongst students.

Subject

- Students under 18 years old are not permitted to use alcohol, drugs or any other illegal substance in the college, in the accommodation or in any other place during the course.
 - Students under 18 years old are not permitted to buy alcohol to use in the college, in the accommodation or in any other place during the course
 - Students under 18 years old are not permitted to buy drugs or any other illegal substance to use in the college, in the accommodation or in any other place during the course
 - Students under 18 years old are not permitted pressurise anyone to use alcohol, drugs or any other illegal substance in the college, in the accommodation or in any other place during the course
 - Students are not permitted to enter any pub or off-licence shop in the area during the course.
 - Alcohol in the accommodation must be locked away.

Implementation

This policy will be implemented by the principal, teachers, students and in the accommodation.

For the sake of the protection of each person in the community of the college, in the case that the rule regarding illegal and dangerous substances is breached, it will be discussed as follows:

- Parents will be informed as soon as possible.
- The illegal or dangerous substance will be taken from the student and it will not be given back.
- The appropriate authorities may be informed.
- A breach of this rule will be viewed as a serious act and it will be dealt with under the **Code of Behaviour** of the college.

Cóilín Ó Domhnaill (Stiúrthóir)

Sean de Paor (Stiúrthóir)

Cóilín Ó Domhnaill

23/04/22

Sean de Paor

23/04/22

Complaints Policy

This policy relates to students of the college, teachers, staff and whole community of Coláiste Chiaráin.

Reasoning

It is the ambition of Coláiste Chiaráin Teo to ensure that students who take part in any of the organisation's courses feel safe and protected during their whole period of participation and protected from any mistreatment, abuse or danger. However, if there is a complaint, for any reason, it will be dealt with promptly to find a satisfactory resolution for everyone's sake.

Aim

It is the firm policy of the organisation to deal with any concerns raised about the wellbeing of any student promptly and comprehensively.

Approach

- In addition to this, Coláiste Chiaráin makes a concerted effort to create an atmosphere in which the students have an open, trusted and collaborative relationship with the organisation and in particular, with all of those within the organisation and outside of it that are responsible for their care and progress.
- Coláiste Chiaráin Teo will fulfil that responsibility through careful selection and supervision of the houses in which students, teachers and other staff employed by the organisation are placed, and by ensuring that students are appropriately cared for by those in charge.
- Particular members of staff in the organisation are designated on every course to ensure the welfare of students and to immediately notify the relevant authorities of any reports or allegations about mistreatment of a student or of any complaint that a student has.
- If any student has a cause for complaint, the process is set out by the college to deal with such matters.
 - A complaint about the principal: the complaint will be made know to the Principal firstly (The Manager of the Courses will do this) and an effort will be made to find a resolution on an informal basis. If it is not possible to do this, the case will be put to the Directors to discuss it more deeply and to find a resolution. A record or a note of any communication made during this process should be kept. (This is the responsibility of the Manager of the Courses)
 - A complaint about a teacher: if the person complaining is over 18 an effort should be made to resolve the problem between them firstly. If this is not possible, the Principal will listen to both sides and he/she will try to find a satisfactory solution. The Manager of the Courses should keep a record of any meetings in this process. If the Principal cannot find a satisfactory solution, the case will go to the Directors.
 - A complaint about any other employee: the person making the complaint should talk to the Principal. If the problem cannot be resolved to the satisfaction of the student, it will go to the Directors.
 - If a parent has a complaint about any employee or teacher, the Principal will discuss this with the employee/teacher to make an effort to resolve the problem. Appropriate

steps that are satisfactory to any party going forward will be set out. If a solution to the problem cannot be found, the case will go to the Directors.

- If a parent has a complaint and a satisfactory resolution cannot be reached between the parties, the complaint should be sent in writing to the College at the official address eolas@coláistecharáin.ie. The complaint will be answered as soon as possible after a review has taken place. Every effort will be made to find a solution.

Cóilín Ó Domhnaill (Stiúrthóir)

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23/04/22

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23/04/22

Critical Incident or Crisis Policy

Crisis

An incident or series of events that infringe the ability of the college to operate effectively.

This includes:

- The death of someone of the community of the college due to an accident, sudden death, terminal illness, or suicide.
- An accident where people are badly injured.
- Rape.
- A physical attack on a student or teacher.
- Abuse of drugs or alcohol
- Damage to the building of the college e.g. fire, flood
- Other

Reasoning

- So that the staff of the college would be able to deal appropriately, quickly and effectively with crisis.
- To reduce the effect of the incident on staff members and students.
- As it aids in the creation of a helpful, positive atmosphere in the college.

Aims

- To support those who would be influenced by the crisis.
- To provide information to the community of the college in the case of a crisis.
- To give time to students to discuss the crisis and to help them to deal with it.
- To strengthen the pastoral care structures in the college and to review them when necessary.
- To have support networks available when urgently needed

Subject

- To have a Crisis Management Team in the college.
- The principal will choose the Crisis Management Team and will act as leader of the group. (Directors/Vice Principal will also be on the Crisis Management Team)
- One member of the team, usually the Principal, will have the responsibility of dealing with the media, as the only official speaker.

- Insofar as possible, a list of experts in the aforementioned crisis areas will be compiled and will be called on in a time of need to advise the crisis team in relation to the best way to deal with the repercussions of the crisis.

Implementation

- In the case of a crisis, responsibility would lie with the crisis management team to set out a plan for the best way to deal with the consequences of that particular crisis.
- The principal and other members of the management team will inform the appropriate parties.

Cóilín Ó Domhnaill (Stiúrthóir)

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23/04/22

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23/04/22