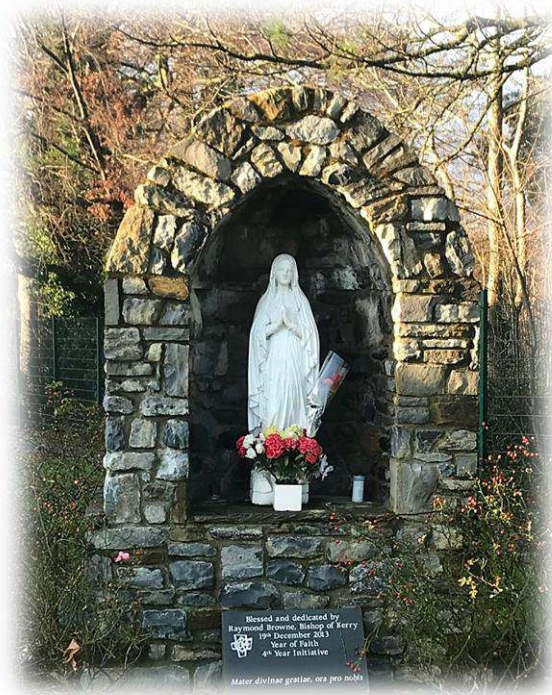


PRESENTATION SECONDARY SCHOOL TRALEE

COURTESY FRIENDLINESS CO-OPERATION

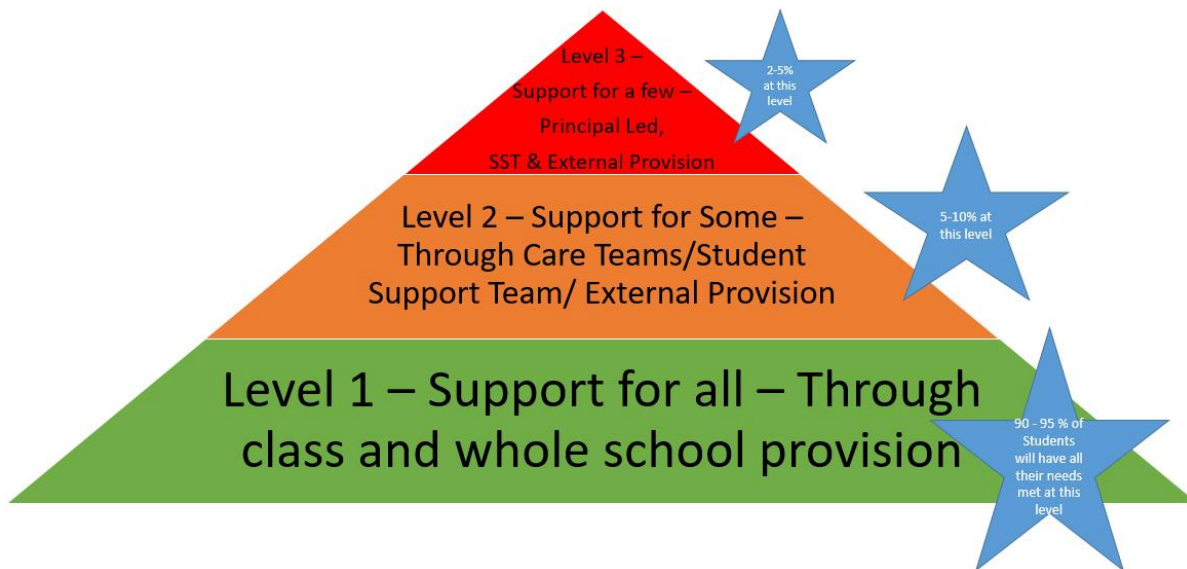
Student Support Team Protocol



Reviewed	Ratified by the Board of Management	Review date
March 2019	April 2019	March 2021

In Presentation Secondary School Tralee, a Continuum of Provision is offered to support students.

A Continuum of Provision



In Presentation Secondary School Tralee, the student support team is a vital part of the student support system in a school. That system encompasses a range of supports that cater for the learning, social, emotional and behavioural needs of students. The Guidance Plan for the school sets out the components of this system which includes the SPHE curriculum; the behaviour management system; the role of year heads and so on.

The student support team is a student-focused mechanism put in place by a school in order to:

- co-ordinate the support available for students in the school
- facilitate links to the community and other non-school support services
- enable students with support needs to continue to access a full education
- assist staff to manage those students effectively
- link with other groups within the school to ensure new staff members are briefed about policies and procedures relating to student wellbeing and support
- advise school management on the development and review of effective student support policies and structures.

Student Support Team Membership

The students support team for 2018-2019 is comprised of;

M Kennelly - School Principal

C Kelly - School Deputy Principal (Team Coordinator)

M Mulchay - Guidance

B Kearney - Guidance

N Lynch - SEN

M O Connor -SEN

Student Support Team Operating Procedures

- The team meets on a weekly basis at a regular time. Regular designated meeting times are necessary.
- The team meets for 60-80 minutes each week
- The team Co-ordinator takes brief non descriptive minutes at the meetings and informs non-attending members of the team of the meeting progress
- A member of the student support team sits on the school care teams, behaviour support team and the leading learning and teaching team. Staff referrals are taken through these teams
- Student referrals are accepted and students are informed in assembly of the work of the SST and referral pathways
- Parent referrals are accepted and parents are informed of the work of the SST and referral pathways through the website and parent information evenings.
- Referrals are taken from outside agencies.
- All written information is kept to a minimum and is doubly secured (Password Protected and Locked Away)
- Student concerns are raised, actions are agreed and assigned to a team member or to a staff member as appropriate e.g. Year Head, One Good Adult, SNA etc.
- Members of the SST work with student families and outside agencies as required or as deemed appropriate.
- Student progress is monitored and evaluated on a weekly basis. New interventions are tried as necessary.
- Students' active files are closed when they have made sufficient progress, indicate they no longer wish to receive support or are no longer enrolled in the school.

Confidentiality

Every effort is made to provide discrete support to our students and to respect their privacy. However, information is shared after discussion with students and or their parents;

- To improve learning and teaching
- To ensure whole school supports a student

Presentation Secondary School Tralee fully adheres to the Child Protection Procedures for Primary and Post-Primary Schools 2017. All employees are required to comply with these Procedures and all teachers are mandated reporting persons for the purposes of reporting child abuse concerns.

All Presentation Secondary School Tralee personnel are also required to fully comply with the school's Child Safeguarding Statement and the Presentation Secondary School Tralee School Child Safeguarding Protocol.

All employees are legally obliged to bring to the attention of the Designated Liaison Person (DLP) or Deputy Designated Liaison Person any concerns they may have that may arise from any one-to-one interactions between adults and students in the school.

Any disclosures that relate to a student's or others' safety must be reported by a teacher. Our students are informed in advance that this will happen. However, at times, it can happen that a student will disclose information that indicates potential self-harm. The staff member must put the student's safety above any issues of trust.