

Meánscoil na mBráithre Críostaí, Cill Chainnigh

Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402

email: office@cbskilkenny.ie



SNA Deployment Policy March 2023

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny, R95H985
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes, to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Special Educational Needs Mission Statement

The inclusion of students with special education needs in mainstream schools is a national and international development that is supported in national legislation and in statements and reports that have emanated from such international bodies as the United Nations and the Council of Europe.

With the mission statement above as its guiding principle, the school believes that all children and young adults should be valued equally irrespective of any individual needs or differences. The school is committed to making effective provision, through the Department of Education & Skills (DES) and other agencies, for those students in the school who have special educational needs. Inclusion requires a whole school approach through: school culture, management, organisation, approaches to teaching and programme delivery.

Introductory Statement

Special Needs Assistants (SNA) are recruited specifically to assist CBS Secondary School Kilkenny in providing the necessary non-teaching services to students who meet the criteria (see Quick Reference Guide to Care Needs below), for access to an SNA as well as those students with assessed special educational needs (SEN) who may have temporary need to avail of SNA access. SNAs play a very important role in the health and safety of the student(s) and in his/their social and emotional development. The duties of the SNA have been delineated by the Principal/Deputy Principals on behalf of the Board of Management (BOM). SNA work is assigned and supervised by the SEN department. The SNAs are part of the SEN team.

Relevant Legislation

This policy is drafted in the context of the specific provisions and definitions with regard to children with disabilities and special educational needs and the statutory requirements placed on schools, Boards of Management and the DES by the following legislation:

- The Data Protection Acts, 1988-2003/2018
- 2015 Children First
- 2004 Education for Persons with Special Educational Needs Act
- The Freedom of Information Acts, 1997-2003
- 2000 Education Welfare Act
- 2000 & 2004 Equal Status Act
- 1998 Education Act

These provide a legislative framework for the inclusion of students with special educational needs (SEN) into mainstream schools.

This policy is drafted in close consultation with:

- 2020 Circular 0067/2020
- 2017 Circular 14/2017: Special Education Teaching Allocation
- 2017 National Council for Special Education (NSCE) Toolkit: New SET Allocation Model 2017
- 2007 Guidelines for Schools Supporting Students with Special Educational Needs in Mainstream Schools DES.

Staff Roles

The Principal, through the SEN Coordinator (SENCO), has responsibility for:

- assigning role specific and child specific tasks to the SNA.
- coordinating the timetable of the SNA.
- monitoring the effectiveness of the SNAs' contribution to the needs of the students.
- managing areas of conflict, which may arise.
- coordinating meetings with SNAs, minutes of which will be held by the SENCO and shared to minutes@cbskilkenny.ie
- the Student Support File for students with SNA access in consultation with all the relevant people including SNAs.

Teachers

The subject teacher:

- has primary responsibility for the educational progress of all students in his/her class.
- has a key role in bringing about the successful inclusion of students with special educational needs in mainstream class.
- will collaborate with the SNAs to ensure that the SSF is implemented.
- will acknowledge the role of SNAs in supporting the primary and/or secondary care needs of the students in the class.

Special Needs Assistant (SNA)

While the teacher is responsible for planning lessons, setting educational targets and outcomes and directing learning, the SNA provides support to the teacher and the SEN students thereby facilitating the effective teaching of the curriculum.

The SNA:

- is considered an intrinsic part of the school team
- always works under the direction of the SENCO

- has a duty to maintain confidentiality
- has a duty of care to the student who has access, supporting the care needs of the student.

Roles and Responsibilities

The SNA acts in a care and support role that is non-teaching in nature and works under the guidance and supervision of the principal, SENCO and/or class teacher.

The role and duties of the SNA are outlined in DES Circular (0030/2014). Pages 1 & 2 of Circular 0030/2014 provide a summary of the role and expectations of the SNA.

<https://www.gov.ie/en/circular/6bd98fc663124c54a1c9f8a5c3e2def2/>

The NCSE Quick Reference Guide to Care Needs identifies the primary care needs that the SNAs might be responsible for in their role.

Quick Reference Guide to Care Needs - Circular 0030/2014: Care Needs that are consistent with the DES Circular 0030/2014.

<https://ncse.ie/wp-content/uploads/2016/01/Quick-Reference-Guide-to-Care-Needs-Circ-0030-2014.doc>

The SNA should:

- Support the needs of students in effectively accessing the curriculum
- Contribute to the quality of care and welfare of the students
- Support learning and teaching in the classroom
- Attend, where possible, training courses/workshops
- Liaise with the SETs regularly
- Liaise with the SENCO
- Attend student support plan meetings and/or, where necessary, meetings with relevant professionals
- Maintain an Observation Record or Record of Support provided to their SEN student
- Assist and escort students on school trips
- Facilitate sensory breaks and maintain a record of such
- Carry out other appropriate duties as may be determined by the needs of the students and the school
- Be reassigned to other appropriate work when SNAs are absent or when particularly urgent work demands arise
- Recognise their role in the health and safety of the student and in their social, emotional and educational development, without developing a culture of dependency.

- Engage with parents of students with SEN as required and as directed by the SENCO and/or school management
- Treat all matters relating to school business and their work, as strictly confidential
- Adhere to the Administration of Medicines Policy and avail of any upskilling and training relevant to their role insofar as possible.

Meetings

The team of SNAs will meet regularly with the SENCO to discuss and develop any SEN related matters. These meetings aim to encourage commitment and team spirit and to provide an opportunity where the SNAs combine their skills and talents for the overall benefits of the students and school. On occasion SNAs may be required to meet with the student and his parents to discuss the student's progress.

Reporting Procedures

1. All SNAs are expected to report directly to the SENCO. In the event that the SENCO is absent then to the Principal or, in his absence, the Deputy Principal.
2. All SNAs must inform the teacher on duty of incidents/accident/injury immediately. An Incident Report form must then be completed by the appropriate teacher/staff member.
3. The exception to this reporting procedure is in the case of concerns re Child Protection. In this instance, report directly to the Designated Liaison Person (DLP) who is the Principal and in his absence the Deputy Designated Liaison Person (DDLDP), the Deputy Principal. These positions have been authorised by the Board of Management.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____