

**An Roinn Oideachais**  
**Department of Education**

**Ag Tacú le Soláthar Sábháilte na Scolaíochta**  
**Supporting the Safe Provision of Schooling**

<b>Ainm na scoile / School name</b>	Loreto Abbey Secondary School
<b>Seoladh na scoile / School address</b>	Dalkey Co Dublin
<b>Uimhir rolla / Roll number</b>	60130C

**Dáta na Cuairte: 24-11-2020**

**Date of Visit: 24-11-2020**



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## **WHAT IS A SUPPORTING THE SAFE PROVISION OF SCHOOLING (SSPS) REPORT?**

The safe and sustainable provision of schooling in the context of the current public health pandemic is an important national priority. Ensuring that schools are safe learning and working environments for all is vital and the detailed guidance issued by the Department of Education to all schools and settings is designed to support the ongoing provision of schooling. The guidance provides key messages to minimise the risk of COVID-19 for staff, learners, families and the wider community while recognising the importance of the safe and sustainable provision of schooling for the health and wellbeing of students and of society as a whole.

The Inspectorate carries out a programme of SSPS visits to schools and centres for education in order to provide an assurance to the public that the Department's guidelines are being implemented and to support schools in implementing them.

An SSPS report is a report that is published following an SSPS visit.

## **WHAT HAPPENS DURING A SUPPORTING THE SAFE PROVISION OF SCHOOLING VISIT?**

During a SSPS visit, inspectors engage with:

- Principal
- Lead Worker Representative(s)
- Selection of staff members

Inspectors review:

- COVID-19 Policy Statement
- School's risk assessment to see that Covid-19 is added as a risk
- School's contact log/arrangements for signing in and out

Inspectors observe:

- Physical distancing arrangements
- COVID-19 signage
- Sanitising units
- Isolation area

Inspectors also conduct level 1 Child Protection Checks

## **HOW TO READ THIS REPORT**

The checks conducted during this inspection are based on the COVID – 19 Response Plans for the safe and sustainable reopening of schools. These plans can be accessed here:

[Covid-19 Response Plan for Safe Re-opening of Primary Schools](#)

[Covid-19 Response Plan for Safe Re-opening of Post-primary Schools](#)

The response plans are, in turn, aligned with advice and regulations set out by the Health and Safety Authority for all workplaces.

The checks are grouped into four main areas:

1. Planning
2. Appointment of a Lead Worker Representative (LWR)
3. Provision of staff training
4. Implementation of control measures

Each main area has a number of checks; these are the specific actions that a school should take in relation to the each area.

When the inspector determines that the school has not fully implemented one of the checks, the report provides some additional comment on the check. It also advises on actions that the school should take in order to fully implement the guidance provided.

The report also indicates whether or not the school met the requirements in relation to the three child protection checks conducted during the visit.

*A Guide Supporting the Safe Provision of Schooling (SSPS)* is published on the website of the Department of Education and can be accessed [here](#). This Guide details how SSPS visits are carried out and also provides the full framework used by inspectors during the visits.

## **CHILD PROTECTION**

During the visit, the following checks in relation to the school's child protection procedures were conducted:

1. The name of the DLP and the Child Safeguarding Statement are prominently displayed near the main entrance to the school.
2. The Child Safeguarding Statement has been ratified by the board and includes an annual review and a risk assessment.
3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.

The school met the requirements **in relation to each of the checks above.**

AREA 1: PLANNING		
<b>1.</b>	<b>The school had a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year</b>	<b>Yes</b>
<b>1 a</b>	<i>The school has a COVID-19 policy in place for the 2020/21 school year</i>	Yes
<b>1b</b>	<i>The policy contains all material contained in Appendix 1 of Department's guidance</i>	Yes
<b>1c</b>	<i>There is evidence that the policy was shared with staff, students and parents</i>	Yes
<b>2</b>	<b>The school has updated their health and safety risk assessment to identify the hazards and outlining the relevant control measures associated with COVID-19</b>	<b>Yes</b>
<b>2a</b>	<i>The school's risk assessment includes COVID-19 as a risk and identifies associated control measures</i>	Yes

AREA 2: APPOINTMENT OF A LEAD WORKER REPRESENTATIVE		
<b>3.</b>	<b>The school has appointed a Lead Worker Representative</b>	<b>Yes</b>
<b>3a</b>	<i>The name of LWR(s) is available</i>	Yes
<b>3b</b>	<i>A discussion with LWR(s) shows that he/she is aware of the role and responsibilities of a LWR as outlined in Appendix 8 of the Department's guidance</i>	Yes
<b>3c</b>	<i>The LWR(s) confirms that he/she has completed training for LWRs</i>	Yes

AREA 3: PROVISION FOR STAFF TRAINING		
<b>4.</b>	<b>The school has ensured that staff have reviewed the training materials provided by the Department of Education</b>	<b>Yes</b>
<b>4a</b>	<i>The members of school staff that were spoken to during the visit confirm that they have completed relevant training</i>	Yes
<b>5.</b>	<b>All staff have completed the Return to Work (RTW) form</b>	<b>Yes</b>
<b>5a</b>	<i>The principal confirmed that all staff have completed a RTW form</i>	Yes
<b>5b</b>	<i>The members of school staff that were spoken to during the visit confirmed that they completed a RTW form</i>	Yes

AREA 4: CONTROL MEASURES		
<b>6.</b>	<b>The school has procedures in place for dealing with a suspected case of COVID 19 in line with the Department's guidelines</b>	<b>Yes</b>
<b>6a</b>	<i>The school principal and the LWR are aware of the procedures for dealing with a suspected case</i>	Yes
<b>6b</b>	<i>An isolation area is ready</i>	Yes
<b>6c</b>	<i>Contact telephone numbers for parents available</i>	Yes
<b>6d</b>	<i>The school has a supply of PPE available</i>	Yes

<b>7</b>	<b>The school has displayed posters and other signage to prevent introduction and spread of COVID-19</b>	<b>Yes</b>
<b>7a</b>	<i>There is visual evidence of posters and signage throughout the school</i>	Yes
<b>8.</b>	<b>The school has made changes to the school and classroom layout to support physical distancing and to facilitate ongoing cleaning of the school</b>	<b>Yes</b>
<b>8a</b>	<i>There is visual evidence of reconfigured classrooms</i>	Yes
<b>8b</b>	<i>A sanitising station is available at the main entrance to the school</i>	Yes
<b>8c</b>	<i>Sanitising stations are available at regular intervals throughout the school</i>	Yes
<b>8d</b>	<i>In post-primary schools, teachers, staff and students wear face coverings in line with current DE guidance/requirements</i>	Yes
<b>8 e</b>	<i>The school has measures in place to decrease interaction and increase physical distancing outside of classrooms</i>	Yes
<b>8 f.</b>	<i>Arrangements are in place to facilitate physical distancing in the staff room</i>	Yes
<b>9</b>	<b>The school has made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school</b>	<b>Yes</b>
<b>9a</b>	<i>A contact log is maintained for visitors</i>	Yes
<b>10</b>	<b>The school principal confirmed that enhanced cleaning arrangements that reflect the Department's guidance are in place</b>	<b>Yes</b>

#### CHILD PROTECTION DATA

1.	The name of the DLP and the child safeguarding statement are prominently displayed near the main door of the school / in the reception area	Yes
2.	The school's child safeguarding statement has been ratified by the board and includes an annual review and a risk assessment	Yes
3.	All teachers visited reported that they have read the school's child safeguarding statement and that they are aware of their responsibilities as a mandated person	Yes

<p>Bainfead úsáid as na seoltaí r-phoist thíos chun cóip den tuairisc a chur chucu siúd atá ainmnithe. Iarrtar ort anois:</p> <ol style="list-style-type: none"> <li>1. a chinntiú go bhfuil na daoine ainmnithe fósna poist chéanna, agus na sonraí a athrú más gá</li> <li>2. a chinntiú go bhfuil a fhios ag úinéar an tseoltago mbeidh an seoladh in úsáid don fháth seo</li> <li>3. a chinntiú go bhfuil an seoladh cruinn</li> </ol>	<p>The email addresses below will be used to send a copy of the final report to those named. You are now asked to:</p> <ol style="list-style-type: none"> <li>1. check that those named are the current holders of these positions and amend where necessary</li> <li>2. ensure that the owner of the address is aware that the email address is being used for this purpose</li> <li>3. check that the email addresses are accurate.</li> </ol>
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### EOLAS TEAGMHÁLA NA SCOILE/ SCHOOL CONTACT INFORMATION

<b>Scoil / School</b>	Loreto Abbey Secondary School Dalkey Co Dublin
<b>Uimhir rolla / Roll number</b>	60130C
<b>Seoladh r-phoist / Email address</b>	office@loretoabbeydalkey.ie
<b>Uimhir ghutháin / Telephone no.</b>	012718900

<b>Príomhoide / Principal</b>	Mr. Robert Dunne	<b>R-phost/ Email</b>	Robert.dunne@loretoabbeydalkey.ie
<b>Cathaoirleach an Bhoird Bhainistíochta/ Chairperson of BOM</b>	Dr Eilis Humphreys	<b>R-phost/ Email</b>	eilis@lecheiletrust.ie
<b>POF an BOO (más cuí) / CE of ETB (if relevant)</b>		<b>R-phost/ Email</b>	
<b>Pátrún nó Iontaobhaithe na scoile / School patron or trustee</b>	Loreto Education Trust	<b>R-phost/ Email</b>	cclarke@loretoeducationcentre.ie
<b>Cathaoirleach Chumann na dTuismitheoirí / Chairperson of parents' association</b>	Ms Niamh McCarthy	<b>R-phost/ Email</b>	jamesandniamh@gmail.com
<b>Cathaoirleach Chomhairle na Mac Léinn (iar-bhunscoil amháin) / Chairperson of student council (post-primary only)</b>	Ms Eleanor Furlong	<b>R-phost/ Email</b>	15elean.furlo@loretoabbeydalkey.ie