



Borrisokane Community College



One-to-One Teaching and Counselling Policy



Policy Area	Schools
Document Reference Number	BCC/TEACH.PROC/068/1
Version No.	1
Document Drafted by	Borrisokane Community College
Date previous version: Approved by TETB	4 September 2018
Date Reviewed /Amended by School	December 2025
Date Reviewed / Approved BOM	30 April 2026
Date Noted / to be Noted by TETB	26 May 2026
Document Review Date	Policy will be reviewed every two years
Date of Withdrawal of Obsolete Document	30 April 2026 Document Ref. No. BCC/TEACH.PROC/068/0 Version No. 1



Borrisokane Community College One-to-One Support Policy

1. Introduction & Rationale

Borrisokane Community College is committed to providing individualised support to students in a manner that promotes learning, wellbeing, and child protection. This policy outlines procedures for one-to-one support sessions, ensuring compliance with the Children First Act 2015, the Child Protection Procedures for Primary and Post-Primary Schools 2025, and Department of Education guidelines.

2. Scope

This policy applies to:

- Teaching and learning support
- Special Educational Needs (SEN) interventions
- Counselling and guidance sessions
- External professional support provided within the school
- External professional support provided outside school (online one-to-one/remote)

3. Child Protection & Safeguarding Requirements

- All staff are mandated persons under the Children First Act 2015.
- One-to-one sessions must occur in open or visible environments:
- Doors remain open or glass panels unobstructed.
- Avoid isolated or unsupervised areas.
- For online sessions: - Minimum of three participants (e.g., teacher, student, and another adult) or parental supervision.
- SNAs and external professionals must work under teacher direction and adhere to school safeguarding protocols.
- Garda vetting is required for all staff and external personnel.

4. Roles and Responsibilities

- Designated Liaison Person (DLP): Paula Molloy
- Deputy DLP: Caitríona Maher
- All staff must report any child protection concerns immediately to the DLP.

5. Procedures for Reporting Concerns

Any disclosure or concern arising during a one-to-one session must be reported to the DLP without delay. - The DLP will follow the Child Protection Procedures for Schools 2025, including mandated reporting to Tusla.

6. Integration with Special Education Guidelines

One-to-one support is provided based on the Continuum of Support model. - Student Support Files and Individual Education Plans (IEPs) must be maintained for SEN students receiving individualised support.

7. Retrospective Abuse Allegations

The school will follow Department of Education procedures for handling disclosures from former students.

8. Record Keeping

Accurate records of all one-to-one sessions must be maintained. Child protection records must be stored securely and in compliance with GDPR.

9. Training & Review

All staff will receive annual child protection training. This policy will be reviewed every two years.

Risk Assessment Checklist

Before conducting any one-to-one support session, staff should complete the following checks:

Environment

Is the session location visible and accessible (door open or glass panel unobstructed)?

Is the area free from isolation and within reasonable proximity to other staff?

Supervision

Is another adult nearby or aware of the session?

For online sessions, is a parent/guardian or another adult present?

Student Safety

Has the student's parent/guardian been informed of the session?

Is the session recorded in the student's support plan or timetable?

Staff Compliance

Are you Garda vetted and up to date with child protection training?

Do you know the DLP and Deputy DLP contact details?

Documentation

Will you record the session details (date, time, purpose) in the appropriate log?

Are you prepared to report any concerns immediately to the DLP?