

Parental Notification to School of Respite Care Arrangements Policy

1. Introductory Statement and Rationale

The safety, wellbeing, and duty of care owed to all students are of paramount importance and underpin all school policy, procedures and practices. In order to uphold these responsibilities, the school must be informed in advance by Parents/Guardians whenever a student is to be collected from or dropped off at school by respite service staff or external care providers.

Parental/Guardian advance notification ensures that appropriate arrangements can be made, enables staff to verify authorised personnel, and supports the implementation of clear and consistent handover procedures. Effective communication between Parents/Guardians, families, respite services, and school staff is essential to minimise risk, prevent misunderstandings, and maintain accurate records of student attendance and supervision. Furthermore, clear planning supports smooth and predictable transitions for students, which is particularly important for those who may require additional support or routine to feel secure and settled.

2. Aim

The aim of this policy is to safeguard students by ensuring that

- The school receives timely and accurate information regarding respite care arrangements involving the collection or drop-off of students by respite service staff.
- Clear, consistent, and agreed handover procedures are implemented and followed by all relevant school staff.
- Student safety, supervision, and duty of care responsibilities are maintained at all times.

Scope

This procedure applies to

- All Parents/Guardians of students enrolled in the school.
- All instances where respite service staff are involved in the collection or drop-off of students during the school day.
- Respite staff dropping and collecting students from school.
- All school staff.

3. Procedures

3.1 Planned Respite Collection/Drop-Off

- Parents/Guardians are required to complete the Parental/Guardian Information and Consent Form (Appendix 1) for Respite when their child commences access to a respite service. Parents/Guardians should inform the school if there are any changes to respite services and complete a new form.
- Parents/Guardians/guardians must inform the class teacher at least one week in advance when respite service staff will be collecting or dropping off their child.
- Notification to class teacher is via Aladdin.
- The following information must be included in the notification
 - Dates of Respite.
 - Name of the Respite Service.
 - Contact Details for the Respite Service
- Parents/Guardians must inform the bus escort.

3.2 Short-Notice Respite Arrangements

- Where respite collection or drop-off is arranged with less than one week's notice, Parents/Guardians must notify the class teacher through an Aladdin message as soon as possible.
- Parents/Guardians must inform the bus escort.

3.3 Emergency or Same-Day Arrangements

- In cases of emergency or last-minute respite services, Parents/Guardians must inform the class teacher through an Aladdin message.

- Parents/Guardians must also notify the school email at school@danucss.ie.
- Inform the bus escort.

4. Record Keeping and Handover

4.1 Parent/Guardian Responsibilities

Parents/Guardians are responsible for

1. Ensuring that the respite service has the school's current contact details so that respite staff can communicate directly with the school when required, including to:
 - Notify the school of a student's absence or late arrival.
 - Communicate any changes to agreed respite arrangements.

4.2 Respite Service Staff Responsibilities

Respite staff are responsible for:

1. Conducting all handovers at the main entrance of the school unless otherwise specified.
2. Remaining at the main school entrance during the handover process.
3. Ensuring they do not enter the main school building beyond reception.
4. Presenting valid identification and authorisation before the handover occurs.
5. Handing any medication directly to the school secretary and completing the Respite Medication Handover Log Form (Appendix 2).

A letter outlining the drop-off and collection procedures is provided for all respite services (Appendix 3).

4.3 School Responsibilities

The school is responsible for:

1. Logging and maintaining all respite notifications in the school office (Appendix 2).
2. Informing relevant staff (class teachers, bus escorts, SNA staff) of upcoming respite arrangements.

3. Ensuring that school staff do not escort or walk students to respite vehicles under any circumstances.
4. Bringing students to the main school entrance at the agreed collection time for Respite handover.

5. Implementation and Review

This policy will be implemented from February 2026 and reviewed bi-annually during February 2028 or before if required.

The review will be led by the Assistant Principal (AP) Post holder that liaises with Parent body, class teachers and SNAs, and Office staff.

7. Ratification and Communication

This policy is available to all staff electronically on the school common shared site in Policy and Procedure Folder. A hardcopy of this policy will also be kept in each classroom in the Policy and Procedure Folder. A copy of this Policy will be circulated to Parents/Guardians and be available on the school web page at www.school@danucss.ie.

This policy was ratified by the Board of Management of Danu CSS on

25.2.26.

Signed:

Pauline W. Egan

Chairperson, Board of Management

Patricia Doolan

Principal, Danu CSS

Appendix 1



Danu Community Special School
Blanchardstown Road North
Dublin 15
D15 P380
Roll Number: 20548N
Tel: 01 827 0755
Email: school@danucss.ie
www.danucss.ie

Parental/ Guardian Information & Consent Form for Respite Services

Student Information:

Student Name: _____

Date of Birth: _____

Student Class: _____

Respite Service Details:

Name of Respite Service: _____

Contact Details for Respite Service:

Phone Number: _____

Email Address: _____

Respite Manager: _____

Parents/Guardians contactable details during student's time at Respite in case of Emergency:

Parents/Guardians Name: _____

Phone Number: _____

Email Address: _____

Consent:

I confirm that the information provided above is accurate and relates to my child's current respite service. I also give the above respite service permission to collect my child during their stay at respite.

Parent/Guardian Signature: _____

Date: _____

Community
NATIONAL SCHOOLS



Respite Medication Handover Log Form

[illegible]

Appendix 3



Danu Community Special School
Blanchardstown Road North
Dublin 15
D15 P380
Roll Number: 20548N
Tel: 01 827 0755
Email: school@danucss.ie
www.danucss.ie

Date: _____

Dear Respite Staff,

The purpose of this letter is to outline your responsibilities when bringing students to and collecting them from Danu Community Special School. Adherence to these procedures ensures the safety of students and a smooth handover process between school staff and respite services.

Respite Staff Responsibilities

- **Handover Location:** All student handovers must occur at the main entrance of the school unless otherwise specified.
- **School Access:** Respite staff are not permitted to enter the school building beyond reception.
- **Presence During Handover:** Staff must remain at the main school entrance while the handover is taking place.
- **Identification and Authorisation:** Handover will only occur once the identity and authorisation of the staff member have been confirmed.
- **Medication:** Any medication being handed to the school must be given directly to the school secretary, along with Respite staff completion of the Medication Handover Log Form.

We appreciate your cooperation in ensuring these procedures are followed consistently. Your adherence helps maintain a safe and organized environment for all students.

Kind Regards,

Patricia Doolan

Patricia Doolan, B.Ed. (Hons), Adv. Dip. Spec. Ed., MSEN, PGDELM
Danu CSS, Principal

