



St. Peter Apostle Junior National School

# St. Peter Apostle Junior National School



## Care Team Policy

### Policy Summary Details

Policy Title:	Care Team Policy
Written/Reviewed:	November 2025
Ratified by the BOM	10 <sup>th</sup> December, 2025



# St. Peter Apostle Junior National School

## Introduction

We in St. Peter Apostle Junior National school recognise that despite the best efforts and goodwill of everyone in the school community, there are times when families may find themselves negotiating difficult and challenging circumstance that may impinge on their and their children's lives. The purpose of our Care Team is to provide for pupils (and where possible families and teachers) who because of such events require a greater need for higher levels of intervention from the school community. In essence, the Care Team is a visible representation of the school's understanding and valuing of each student as an individual.

In this Care Team policy, we set out how the staff in St. Peter Apostle Junior National School aims to provide a holistic approach to caring for the children in the school. As such, we set out the vision and mission statement for our school and detail how this policy is line with the values that we seek to uphold. We then set out procedures for such meetings and reasons for referral of children.

## 1. Vision and mission statement

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,
- Develop children's interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.

## 2 Linkage of the Care Team policy to the vision for the school

We in St. Peter Apostle school strive to provide an environment where children can flourish. As such, we aim to support the holistic development of the child and are cognisant that children who may be experiencing difficulties in their personal lives will require additional





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supports to thrive emotionally, socially, psychologically, civically, and academically. To ensure that we are enhancing our success in this regard, we adopt an integrated approach. This approach means that those who are well-placed and those with the relevant expertise can act to support children (and families) who are presenting with care needs. We set out the objectives of our Care Team below:

### 2.1 Objectives of the Care Team

- To provide an integrated whole school and community approach to meeting the needs of the children identified as needing additional care support.
- To share **relevant** information about children between the principal, HSCL, class teachers and resource teachers/SNAs
- To discuss children who have been identified as requiring extra targeted supports /children who are on the school alert list/ on the School Completion Programme target list.
- To decide upon interventions and measures to support these children, and additionally, to support their parents and teachers where possible.

### 3. Care Team meetings- Practicalities

In this section we detail the procedures and process that are involved in organising our care team meetings.

#### 3.1 Care team meeting - Organisation and structure

- We will aim to facilitate at least one care team meeting for each class in each term.
- The Home School Liaison co-ordinator will organise the timetable on a termly basis and remind the relevant teachers and teachers covering classes on a weekly basis.
- If the needs of a particular class deem it necessary, the class meeting for the class in question will be rescheduled as a matter of priority.
- Our HSCL will make the necessary edits to the timetable and inform the affected parties of the change.
- The Principal will also notify staff of these meetings via the staff noticeboard.
- Attending the weekly Care Team Meetings are the Principal, Laura Hannon, Lynsey Jordan, our HSCL co-ordinator, Deputy Principal Orla Healy and the relevant class teacher. When deemed necessary, the support/resource teacher/SNA staff will attend the meeting for the child in question.

#### The Care Team Meeting - Process

- The Care Team meet a designated morning each week (most likely Tuesday). A resource teacher will cover the class for the teacher attending the meeting.
- The Home School Liaison Teacher will chair the meeting, beginning by reading the minutes of previous meeting for the class in question.
- The class teacher will relay any concerns that she may have about the children in his/her class which will then be discussed by the team.
- Suggestions are made about possible interventions within the school by staff or referrals to outside agencies for the children. Suggestions are also made for supports which could be put in place for parents by the HSCL or outside agencies.
- Action plans for each target pupil (what action, by whom and when) will be recorded.
- Children will be monitored on an on-going basis if necessary and supports and interventions provided will be reviewed.



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### 4. Criteria for referral

Please note that concerns that fall under the four categories set out in the child protection procedures **should be reported directly to the Laura (DLP) or in her absence, Orla (DDLp)**. Generally, reasons for referral to the Care team should include but are not limited to the following types of concerns:

- Emotional wellbeing
- Social skills and interaction
- Poor and /or inconsistent attendance
- Behavioural difficulties – eg. aggression/bullying
- Neglect/hygiene issues (that are not deemed to be at the threshold of harm)
- Isolated or withdrawn behaviours
- Traumatic events which a child may experience
- Family circumstances – e.g. Parents physical/mental ill health
- Housing difficulties/homelessness

### 6. Other forums to express concerns within the school

It is important to stress that the Care Team is not the only forum for referral in the school. We detail in the table below how concerns that may fall outside of the categories lists in in section 4 can be directed.

Concern	Contact
Child protection concerns	Laura Hannon (Principal) DLP Orla Healy (Deputy) DDLp
Special needs	Orla Healy SEN Co-ordinator
Behavioural concerns	Kathy Gleeson (API)
Concerns about family circumstances	Laura Hannon (Principal) Lynsey Jordan (HSCL)
Any other concerns	Laura Hannon (Principal)

### 6. Envisaged outcomes

- Support may be provided for the child within the school from the Special Education Team
- Referrals may be made to outside local agencies or statutory bodies by the HSCL co-ordinator or the school principal.

### 7. Agencies to which referrals may be made include but are not limited to the following:

- Collinstown Park School Completion
- Barnardos Bereavement Service
- CAMHS /Child and Adolescent Mental Health Services
- Primary Care
- Disability Team
- DOCHAS / Community After Schools Project
- CUMAS
- Child and Family Agency
- Community Gardaí
- EWO/ Education Welfare Officer, TUSLA





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- Focus Ireland
- Jigsaw
- NEPS / National Educational Psychological Services
- National Education Welfare Board
- TUSLA / Child and Family Agency (Meitheal)
- Local TDs/senators

### 8. Review and ratification

This policy will be reviewed when we have a new HSCL or if circumstances dictate that a review is required.

This policy was ratified by the Board of Management of St. Peter Apostle Junior National School on 10-12-25 (Date)

Signed: Viv Rooney  
(Chairperson)

Signed: Laura Hannon  
(Principal)

Date: 10/12/25

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