



Your complimentary
use period has ended.
Thank you for using
PDF Complete.

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)



Education Policy for Children in Short Breaks Care

DOCUMENT CONTROL	
Authorised by:	Colette Kelleher, Chief Executive
Date:	April 2014
Review Date:	April 2017
DOCUMENT REVIEW HISTORY	
Previous Document:	
Amended (Y/N):	

short breaks service to children with intellectual disability and/or autism who attend the special schools under the aegis of the organisation. COPE Foundation promotes, and actively supports the educational attainment of children who avail of this Short Breaks Service.

2.0 PURPOSE

The purpose of this Education Policy for Children in Short Breaks Service is to promote and maintain good communication between the child's educational placement and the Short Breaks Service.

3.0 SCOPE

All employees working in the Children's Short Breaks Service must comply with this policy.

4.0 LEGISLATION / OTHER RELATED POLICIES

- ❖ Education for Persons with Special Educational Needs Act 2004
- ❖ Education Act 1998
- ❖ Education for Persons with Disability Act 2004
- ❖ Education Welfare Act 2000
- ❖ Data Protection Acts 1988/2003

5.0 ROLES AND RESPONSIBILITIES

It is the responsibility of the Chief Executive to have this policy reviewed on a three-yearly basis.

It is the responsibility of the Head of Children and Families Division to inform all staff in the Short Breaks Service of the policy and to ensure compliance.

It is the responsibility of the Manager of the Short Breaks Service to ensure adherence to the policy.

It is the responsibility of each staff member to comply with this policy.

- The staff of the Short Breaks Service will seek consent from Parent(s)/Guardian(s) to share information with their child's educational placement (included in Consent Form for the sharing of personal information that all Parent(s)/Guardian(s) sign on admission).
- ❖ The staff of the Short Breaks Service will pass on important information to the school where appropriate to do so.
- ❖ The staff of the Short Breaks Service will facilitate each child to attend his/her educational placement whilst availing of respite.
- ❖ The staff of the Short Breaks Service will foster and maintain links with each child's educational placement.
- ❖ The Short Breaks Service will work in partnership with school staff to ensure that both sets of staff are working together in an integrated manner on shared goals.
- ❖ The staff of the Short Breaks Service will attend and participate, where appropriate, in school meetings relating to the child and his/ her educational goals.
- ❖ The staff of the Short Breaks Service will work closely with the multi-disciplinary staff linked to each child's educational placement to ensure consistency of approaches across both settings.
- ❖ The staff of the Short Breaks Service will assist children to complete homework and other programmes assigned by school personnel or members of the multi-disciplinary staff working in the school.
- ❖ The staff of the Short Breaks Service will support the child and assist with preparations required at times of transition.
- ❖ The staff of the Short Breaks Service will encourage children to prepare for school by helping them to gather what they need such as equipment, clothes, lunch and so on.

7.0 REVISION AND AUDIT

This policy will be reviewed on a three-yearly basis. The Manager of the Short Breaks Service will regularly audit children's files to ensure that the policy is being fully implemented.