

Section 5: Guidelines and Procedures for Retreat Staff and Volunteers

Safeguarding Procedures for Retreat Volunteers

- All school retreat staff and volunteers must be Garda Vetted and have completed the SU volunteer application process for working with people under the age of 18, which includes child protection and safeguarding training
- Staff and volunteers should always remain vigilant and avoid all situations that could be misconstrued.
- Staff and volunteers will not engage in any unnecessary physical contact with students.
- Staff and volunteers will always speak respectfully to students and not engage in any 'banter' which might be offensive, hurtful, inappropriate or otherwise unnecessary.
- Bullying will not be tolerated during retreats. All allegations of bullying will be taken seriously by the retreat team leader and investigated immediately. Retreat leaders will liaise with school representatives and request the removal of any students that engage in bullying behaviour.
- Retreat teams will always have at least one trained First Aider, however the ultimate responsibility for first aid lies with the school. In the case of an accident, the first aider will carry out an initial assessment and then refer to the school's designated first aider.
- The school is responsible for the transport, supervision, and any additional needs of the students
- For both day retreats and overnight retreats, the school will provide the necessary information for the facilitation of a well-managed retreat. This includes providing vital logistical information for organising the retreat and personal data which is required for the health and safety of students. This will help our activity staff and volunteers to safely tailor meals and participation in activities in line with a students' abilities and needs. Ideally this data should be provided in advance of a retreat.

The logistical information required includes

- o Arrival and departure times.
- o The number of students and teaching staff.
- o The names of students and teaching staff.
- o If the teacher isn't staying, a name, contact details and availability of a contact teacher for the day/s. This teacher should be available for any discipline issues that go beyond the remit of the retreat team.
- o The class year and age bracket
- o A list of students and teaching staff with special dietary and allergy requirements.
- o A list of students with medical conditions or injuries past or present that could affect a student's participation in an activity.
- o A list of students with physical disabilities or other special needs that could affect a student's participation in an activity.
- o Any additional information that the school deems necessary for the smooth running of the retreat.
- o The room number that each person is staying in.

All personal data will be stored by SU according to GDPR principles.