

<p style="text-align: center;">SCHOOL POLICY REGARDING STUDENTS/TRAINEES ETC. ON SCHOOL PREMISES</p>

PROTOCOL FOR ABOVE

1. Principal of School to be informed in advance with dates so Board of Management can be informed (so as not to clash with other students' visits).
2. Names and Discipline of students.
3. Statement of Insurance from College Authorities to cover students while in attendance in Setanta.
4. Name of pupils that student may wish to become involved with (permission needed from parents).
5. Signed Statement of Confidentiality (Data Protection Act).
6. Garda Clearance*.
7. Students to be supervised by their respective Tutors.
8. Parental Consent (To be sought by school).
9. Copy of Findings, Research Reports (if undertaken), to be presented to Board of Management, after student has completed his/her study.
10. Copy of findings to Parents if individual reports are made on children.

***NOTE ON GARDA CLEARANCE:**

- **The Garda Central Vetting Unit has informed the school that Garda Clearance is only available to those working full-time in Education/Health Board establishments.**
- **As an alternative a character reference can be requested from the Student's Tutor or College Authorities.**