



An Roinn Oideachais
Department of Education

Scoil Aoife CNS
Citywest Drive
Citywest
Dublin 24

204220

**FACTUAL VERIFICATION / DEARBHÚ FÍRICÍ
FREAGAIR LAISTIGH DE CHÚIG LÁ SCOILE
RESPOND WITHIN FIVE SCHOOL DAYS**

DUE DATE / DÁTA DLITE: 08-09-2021

A chara,

Gheobhaidh tú, ceangailte le seo, an dréacht-tuairisc ar chuairt TSSS a rinneadh i do scoil. Tá cóip den tuairisc á seoladh chuig an bpríomhoide, chuig cathaoirleach an bhoird bhainistíochta agus chuig príomhfheidhmeannach an bhoird oideachais agus oiliúna ar aon dul leis na forálacha atá sna *Treoirlínte um Fhoilsiú Tuairiscí Cigireachta Scoile* (arna n-athbhreithniú in 2015) agus i *Rialacháin an Achta Oideachais, 1998 (Foilsiú Tuairiscí Cigireachta ar Scoileanna agus ar Lárionaid Oideachais), 2015*.

A chara,

Please find attached the draft report of Supporting the Safe Provision of Schooling undertaken in your school. This copy of the report is being sent to the principal, to the chairperson of the board of management and to the chief executive of the Education and Training Board in line with the provisions contained in Guidelines for the Publication of School Inspection Reports (Revised 2015) and Education Act 1998 (Publication of Inspection Reports on Schools and Centres for Education) Regulations 2015.



Tháinig na forálacha atá sna *Treoirlínte* athbhreithnithe thuas i bhfeidhm an 1 Meán Fómhair 2015. Tarraingítear d'aird ar Chaibidil 3 de na *Treoirlínte* go háirithe, áit a bhfuil achair ama nua leagtha amach. Ceadaítear leo **cúig lá scoile le haghaidh an fhoirm Dearbhaithe Fíricí a chur ar ais**. Tá an fhoirm ceangailte leis an litir seo.

Dearbhú fíricí

Mar atá leagtha amach i Rannán 3 de na *Treoirlínte* (a bhfuil cóip díobh ar fáil ar shuíomh Gréasáin na Roinne Oideachais agus Scileanna ag www.education.ie), iarrtar ar chathaoirleach an bhoird bhainistíochta agus/nó ar an bpríomhoide a chruinne atá na fíricí sa tuairisc a sheiceáil.

Más mian leat aon earráidí fíorasacha a chur in iúl don Chigireacht, ba chóir duit Foirm Dearbhaithe Fíricí na Tuairisce Cigireachta a chomhlánú agus í a chur ar ais trí ríomhphost nó tríd an bpost chuig an seoladh thíos agus laistigh de CHÚIG lá scoile ó dháta na litreach seo.¹

Tá cóip leictreonach den fhoirm ceangailte agus ar fáil i rannán Forimeacha Scoile den leathanach Tuairiscí Cigireachta agus Foilseacháin ar shuíomh Gréasáin na Roinne Oideachais agus Scileanna (<https://www.education.ie/ga/Foilseacháin/Tuairisc-Cigireachta>). I gcás scoileanna atá faoi choimirce na mBord Oideachais agus Oiliúna, ba cheart an fhoirm a chomhlánú i gcomhairle leis an bpríomhfheidhmeannach.

Áirítear leis an dréacht-tuairisc leathanach ag a bhfuil sonraí teagmhála na scoile le gur féidir leat a chruinne atá an fhaisnéis a sheiceáil. Ní bheidh an leathanach sin sa leagan deiridh den tuairisc.

The provisions contained in the revised Guidelines above came into effect from 01 September 2015. Your attention is drawn in particular to Chapter 3 of the Guidelines, where the timeframes are set out. These allow five school days for the return of the Factual Verification form which is attached to this letter.

Factual verification

As outlined in Section 3 of the Guidelines (a copy of which is available on the website of the Department of Education and Skills, www.education.ie), the chairperson of the board of management and/or the principal are invited to check the accuracy of facts in the report.

If you wish to point out any errors of fact to the Inspectorate, you should complete an Inspection Report Factual Verification Form and return it by email or post to the address below within FIVE school days of the date of this letter.¹

A copy of the form is attached and an electronic copy is available in the School Forms section of the Inspectorate Reports and Publications page on the Department of Education and Skills website (<https://www.education.ie/en/Publications/Inspection-Reports-Publications>). In the case of schools under the auspices of an Education and Training Board, the form should be completed in consultation with the chief executive.

This draft report includes a page with the school's contact details, so that you can check the accuracy of the information. This page will not appear in the final version of the report.



Mura bhfaightear freagairt ar bith maidir le dearbhú fíricí laistigh de **chúig lá scoile** ó dháta eisiúna na litreach seo, glacfar leis go bhfuil tú sásta gur cruinn atá an tuairisc. Eiseofar an tuairisc lena heisiúint ansin, trí ríomhphost amháin, chuig do scoil le haghaidh freagairt scoile. Ós rud é nach n-eiseofar cóip chrua, déan cinnte go ndéanann tú monatóireacht ar ríomhphoist isteach le haghaidh fháil na tuairisce.

Seoladh fillte

Ba cheart foirmeacha a sheoladh chuig:
reports_inspectorate@education.gov.ie

NÓ chuig:

Craig Kelly,
Department of Education and Skills,
Block 3, Marlborough Street,
Dublin 1
D01 RC96
Phone: 01 8896553

¹Ba cheart **Foirm Dearbhaithe Fíricí na Tuairisce Cigireachta**, agus í comhlánaithe, a chur ar ais faoin 08-09-2021

Is mise, le meas,

pp

Brian MacGiollaPhadraig
Príomh-Chigire Cúnta

If no response is received in respect of factual verification within five school days of the date of issue of this letter, it will be assumed that you are satisfied that the report is accurate. The report will then be prepared for issue, by email only, to your school for school response. As a hard copy will not be issued, please ensure that you monitor incoming emails for receipt of the report for school response.

Return address

Forms should be sent to:
reports_inspectorate@education.gov.ie

OR to:

Craig Kelly,
Department of Education and Skills,
Block 3, Marlborough Street,
Dublin 1
D01 RC96
Phone: 01 8896553

¹The completed Inspection Report Factual Verification Form should be returned by 08-09-2021

Yours sincerely,

pp

Brian MacGiollaPhadraig
Assistant Chief Inspector

Foirm Dearbhaithe Fíricí na Tuairisce Cigireachta

Cigireacht scoile

Ainm agus seoladh na scoile:	Scoil Aoife CNS Citywest Drive Citywest Dublin 24 204220
Cineál cigireachta	<i>Mar shampla: meastóireacht scoile uile, cigireacht ábhair, cigireacht theagmhasach, cigireacht leantach, etc.?</i>
Dáta eisiúna na tuairisce cigireachta	15-06-2021
Don oifig amháin	Uimhir cigireachta: 26585

Earráidí fíorasacha sa tuairisc

Úsáid an spás thíos chun aird na Cigireachta a dhíriú ar aon earráid fhíorasach a thugann tú faoi deara sa dréacht-tuairisc a eisiódh chuig do scoil. De rogha air sin, soláthair na sonraí ar leathanach ceangailte.

Leathanach	Earráidí

Síniú

Príomhoide	Ainm i gcló: Clair O'Brien (Acting)
	Síniú:
	Dáta:

Cathaoirleach, an Bord Bainistíochta	Ainm i gcló: Ian Murphy
	Síniú:
	Dáta:

Ní mór an fhoirm seo a bheith sínithe ag an bpríomhoide nó ag cathaoirleach bhord bainistíochta na scoile. I gcás scoile atá ag feidhmiú faoi choimirce Bord Oideachais agus Oiliúna, ní mór an fhoirm a bheith comhlánaithe ag an bpríomhoide nó ag cathaoirleach an bhoird bhainistíochta i gcomhairle le Príomhfheidhmeannach (nó oifigeach ainmnithe) an Bhoird Oideachais agus Oiliúna. Ní mór an fhoirm a chur ar ais chuig Rúnaíocht na Cigireachta laistigh de chúig lá scoile ó dháta eisiúna na dréacht-tuairisce.

Inspection Report Factual Verification Form

School details	Scoil Aoife CNS Citywest Drive Citywest Dublin 24 204220
Inspection details	Supporting the Safe Provision of Schooling conducted on 18-05-2021
Date of issue of inspection report	15-06-2021
For office use	Inspection Number: 26585

Factual inaccuracies in the report

Please use the space below to draw the attention of the Inspectorate to any factual inaccuracy that you believe is included in the draft report issued to your school. Alternatively, please supply details on an attached sheet

Page	Inaccuracies

Signature

Principal	Clair O'Brien (Acting)
	<i>Signature:</i>
	<i>Date:</i>

Chairperson, Board of Management	Ian Murphy
	<i>Signature:</i>
	<i>Date:</i>

This form must be signed by either the principal or the chairperson of the board of management of the school. In the case of a school operating under the auspices of an Education and Training Board, the form must be completed by the principal or the chairperson of the board of management in consultation with the Chief Executive (or nominated officer) of the Education and Training Board. The form must be returned to the Inspectorate Secretariat within five schools days of the date of issue of the draft report.

An Roinn Oideachais
Department of Education

Ag Tacú le Soláthar Sábháilte na Scolaíochta
Supporting the Safe Provision of Schooling

Ainm na scoile / School name	Scoil Aoife CNS
Seoladh na scoile / School address	Citywest Drive Citywest Dublin 24
Uimhir rolla / Roll number	204220

Dáta na Cuirte:
Date of Visit: 18-05-2021



An Roinn Oideachais
Department of Education

WHAT IS A SUPPORTING THE SAFE PROVISION OF SCHOOLING (SSPS) REPORT?

The safe and sustainable provision of schooling in the context of the current public health pandemic is an important national priority. Ensuring that schools are safe learning and working environments for all is vital and the detailed guidance issued by the Department of Education (DE) to all schools and settings is designed to support the ongoing provision of schooling. The guidance provides key messages to minimise the risk of COVID-19 for staff, learners, families and the wider community while recognising the importance of the safe and sustainable provision of schooling for the health and wellbeing of students and of society as a whole.

The Inspectorate carries out a programme of SSPS visits to schools and centres for education in order to provide an assurance to the public that the Department's guidelines are being implemented and to support schools in implementing them.

An SSPS report is a report that is published following an SSPS visit.

DURING AN SSPS VISIT THE INSPECTOR:

Engages with: <ul style="list-style-type: none">• Principal• Lead Worker Representative(s)• Selection of staff members	Reviews: <ul style="list-style-type: none">• COVID-19 Policy Statement• School's risk assessment to see that Covid-19 is added as a risk• School's arrangements for signing in and out
Observes: <ul style="list-style-type: none">• Physical distancing arrangements• COVID-19 signage• Sanitising units• Isolation area	Conducts: <ul style="list-style-type: none">• Level 1 Child Protection Checks

HOW TO READ THIS REPORT

The checks conducted during this inspection are based on the COVID – 19 Response Plan for the safe and sustainable reopening of schools. The checks are grouped into four main areas:

1. Planning
2. Appointment of a Lead Worker Representative (LWR)
3. Provision of staff training
4. Implementation of control measures

Each main area has a number of checks; these are the specific actions that a school should take in relation to each area.

When the inspector determines that the school has not fully implemented one of the checks, the report provides some additional comment on the check. It also advises on actions that the school should take in order to fully implement the guidance provided.

The report also indicates whether or not the school met the requirements in relation to the three child protection checks conducted during the visit.

A Guide to Supporting the Safe Provision of Schooling (SSPS) is published on the website of the Department of Education and can be accessed [here](#). This guide details how SSPS visits are carried out and also provides the full framework used by inspectors during the visits.

CHILD PROTECTION

During the visit, the following checks in relation to the school's child protection procedures were conducted:

1. The name of the DLP and the Child Safeguarding Statement are prominently displayed near the main entrance to the school.
2. The Child Safeguarding Statement has been ratified by the board and includes an annual review and a risk assessment.
3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.

The school met the requirements in relation to each of the checks above.

AREA 1: PLANNING		
1.	The school has a COVID-19 policy in place	Yes
1a.	<i>The policy contains, at a minimum, the commitments set out in Appendix 1 of the COVID-19 Response Plan for the safe and sustainable opening of schools</i>	Yes
1b.	<i>There is evidence that the policy was shared with staff, pupils/students and parents</i>	Yes
1c.	<i>The school principal and Lead Worker Representative (LWR) confirm that they are familiar with the revised COVID-19 Response Plan for the safe and sustainable operation of Post-Primary / Primary and Special Schools</i>	Yes
2.	The school has updated its health and safety risk assessment to identify the hazards and outlining the relevant control measures associated with COVID-19	Yes
2a.	<i>The school's risk assessment includes COVID-19 as a risk and identifies associated control measures</i>	Yes

AREA 2: APPOINTMENT OF A LEAD WORKER REPRESENTATIVE		
3.	The school has appointed a Lead Worker Representative	Yes
3a.	<i>The name of LWR(s) is available</i>	Yes
3b.	<i>The members of school staff that were spoken to during the visit were aware of the identity of the LWR</i>	Yes
3c.	<i>A discussion with LWR(s) shows that he/she is aware of the role and responsibilities of a LWR(s) as outlined in Appendix 8 of the COVID-19 Response Plan for the safe and sustainable opening of schools</i>	Yes
3d.	<i>The LWR(s) confirms that he/she has completed training for LWRs</i>	Yes
3e.	<i>The LWR confirmed that (s)he receives protected time, in line with DE guidelines, to enable them to carry out their duties in that role</i>	Yes

AREA 3: PROVISION FOR STAFF TRAINING		
4.	The school has ensured that staff have reviewed the training materials provided by the Department of Education	Yes
4a.	<i>The members of school staff that were spoken to during the visit confirm that they have completed relevant training</i>	Yes
5.	All staff have completed a Return to Work (RTW) form	Yes
5a.	<i>The principal confirmed that all staff have completed a RTW form</i>	Yes
5b.	<i>The members of school staff that were spoken to during the visit confirmed that they completed a RTW form</i>	Yes

AREA 4: CONTROL MEASURES		
6.	The school has procedures in place for dealing with a suspected case of COVID-19 in line with the COVID-19 Response Plan for the safe and sustainable opening of schools	Yes
6a.	<i>The school principal and the LWR are aware of the procedures for dealing with a suspected case</i>	Yes
6b.	<i>An isolation area is ready</i>	Yes
6c.	<i>Contact telephone numbers for parents are available</i>	Yes
6d.	<i>The school has a supply of PPE available</i>	Yes
7.	The school has displayed posters and other signage to prevent introduction and spread of COVID-19	Yes
7a.	<i>There is visual evidence of posters and signage throughout the school</i>	Yes

8.	The school has made changes to the school and classroom layout to support physical distancing and to facilitate ongoing cleaning of the school in line with section 5.4 of the Department guidelines	Yes
8a.	<i>There is visual evidence of reconfigured classrooms that takes account of the minimum physical distancing requirements</i>	Yes
8b.	<i>A sanitising station is available at the main entry and exit points to the school</i>	Yes
8c.	<i>Sanitising stations are available at regular intervals throughout the school</i>	Yes
8d.	<i>Teachers, other staff and students wear face coverings in line with current DE guidance/requirements</i>	Yes
8e.	<i>Visitors to the school are requested to wear face coverings</i>	Yes
8f.	<i>The school has measures in place to decrease interaction and increase physical distancing outside of classrooms</i>	Yes
8g.	<i>Arrangements are in place to facilitate physical distancing in the staff room</i>	Yes
8h.	<i>There are measures in place for good ventilation that take account of current DE guidelines/requirements.</i>	Yes
9.	The school has made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school	Yes
9a.	<i>A contact log is maintained for visitors</i>	Yes
10.	The school principal confirmed that enhanced cleaning arrangements that reflect the Department's guidance are in place	Yes

EOLAS TEAGMHÁLA NA SCOILE/ SCHOOL CONTACT INFORMATION

Scoil / School	Scoil Aoife CNS Citywest Drive Citywest Dublin 24
Uimhir rolla / Roll number	204220
Seoladh r-phoist / Email address	clairobrien@sacns.ie
Uimhir ghutháin / Telephone no.	014215104

Príomhoide / Principal	Clair O'Brien (Acting)	R-phost/ Email	clairobrien@sacns.ie
Cathaoirleach an Bhoird Bhainistíochta/ Chairperson of BOM	Ian Murphy	R-phost/ Email	ianrichardmurphy@gmail.com
POF an BOO (más cuí) / CE of ETB (if relevant)	Paddy Lavelle	R-phost/ Email	paddylavelle@ddletb.ie
Pátrún nó Iontaobhaithe na scoile / School patron or trustee	Dublin and Dunlaoire Education and Training Board	R-phost/ Email	paddylavelle@ddletb.ie
Cathaoirleach Chumann na dTuismitheoirí / Chairperson of parents' association	Eileen Lucas	R-phost/ Email	eileenlucasmw@gmail.com
Cathaoirleach Chomhairle na Mac Léinn (iar- bhunscoil amháin) / Chairperson of student council (<i>post-primary only</i>)		R-phost/ Email	