

# Coláiste UISCE 'Behaviour Policy' / 'An Córas Iompair'

(Abridged)





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## Introduction

This Behaviour Policy/ An Córas Iompair has been developed in consultation with parents, teaching staff and students. It has been developed in line with best practice recommendations of Sport Ireland Safeguarding Guidance, Tusla, An Roinn Oideachas and in line with the rules under which Coláiste UISCE is recognised as a Coláiste Gaeilge by Roinn na Gaeltachta.

### 1 Aim

Coláiste UISCE adopts a student-centred approach which nurtures the potential of students in a fun, positive, safe and inclusive environment.

### 2 Becoming familiar with the Behaviour Policy

Our Behaviour Policy is available from and all questions should be addressed to [eolas@uisce.ie](mailto:eolas@uisce.ie)

Parents/Guardians are advised to discuss the policy with their child. Once your child enrolls on the course the Behaviour Policy shall be deemed to be accepted. The Behaviour Policy is explained to students in Irish and English at the start of the course.

### 3 Incentives

Behaviour that meets agreed expectations is encouraged through the following incentives;

Bandaí UISCE (Wristbands)  
Réalt an Lae  
Cárta Glas (A Green Card)  
Comórtas Gaeilge (Irish Competition)  
Comórtas Amhránaíochta (Singing Competition)  
Spota Talann (Talent Competition)  
Cinnire Ceaptha (Appointed Cinnire)  
Grúpa an Cúrsa (The Course Group)  
Deiseanna (Opportunities)

### 4 Expectations

***It is expected*** that students always behave in a positive and co-operative manner whether on the water, in class, on an organised activity, on the bus, in the Bean an Tí's house or in the Coláiste by

- Showing respect 'Meas'
- Following instructions
- Taking care of property (Coláiste, Water & Classroom, Bus, Bean an Tí's house, other students property)
- Doing their very best to speak Irish at all times.



- Not taking/sharing photos or videos of fellow students/staff without permission
- Avoiding illegal behaviour (possession/use of drugs or illegal substances/items).
- Avoiding all prohibited behaviours (smoking/vaping or possessing cigarettes/tobacco or vaping products, drinking or possessing alcohol)
- Following the rules of the road.
- Avoiding having prohibited items (knives, sharp objects, pellet guns, potential weapons, hazardous appliances, matches, lighters or any item which could constitute a fire safety hazard).
- Following fire safety procedures.
- Always remaining within the college environment
- Staying in the house after supper and before 8:30am each morning.
- Refraining from entering other students' rooms
- Refraining from entering the rooms of other students
- Refraining from entering changing areas of the opposite sex
- Place all food waste and general waste in the appropriate bins
- Helping to keep the property clean and tidy.
- Remaining with the group for the duration of the lesson
- Not going near or being in the water without a Senior Instructor/Instructor being present
- Not leaving the boundaries of your accommodation as discussed on arrival
- Being on time and ready

## 5 Wellbeing

The promotion of student wellbeing is a priority for Coláiste UISCE and anything that undermines this will be treated as a serious breach of the Behaviour Policy.

### **Cinnire ( Prefect)**

We assign a Cinnire) to each Teach, Halla and class. The Cinnire is there for peer support in raising any issue.

### **Inis Dúinn ( Tell us)**

'Inis Dúinn'/ 'Tell us' is a campaign used throughout the Coláiste to encourage everyone to speak up and seek help with any issue.

### **Suirbhé Frithbhulaíochta (Anti-Bullying Survey)**

Our anti-bullying survey is completed in class on the course.

### **Meantóireacht (Mentoring)**

We use mentoring plans where a student is experiencing an issue, tailored to their particular need.



### **Course survey**

The students will complete a survey during the course to help us ensure their satisfaction.

### **Dietary Needs**

Parents/Guardians are asked to advise us of any dietary needs and our team will assist.

### **CCTV**

To ensure the safety of our students CCTV is in operation throughout the Coláiste, in line with our GDPR Policy.

### **6 What does a breach of the Behaviour Policy look like?**

- Bullying is a breach of the behaviour policy. Coláiste UISCE has adopted the definition of bullying provided by the Department of Education in 'Cineáltas'.

Bullying behaviour can include but is not limited to:

- deliberate exclusion, malicious gossip and other forms of relational bullying
  - cyber-bullying
  - identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of any particular community and bullying of those with disabilities or special educational needs.
- Negative behaviour that does not meet this definition of bullying for example placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be dealt with in accordance with the Behaviour Policy.

### **Other behaviour that is a breach of our Behaviour Policy**

- Inappropriate contact with any other student (contact with clothing or physical contact or using any item that could potentially cause injury)
- Possession of/or to access any form of pornographic material (students are expected to limit discussion of topics with which other people may not be comfortable)
- Taking photos without consent in any area and phone use in the changing room or bedroom areas is prohibited. Uploading any pictures



to the internet and/or social media taken on site in UISCE without consent, this includes but is not limited to sites such as facebook, instagram, snapchat, youtube and twitter

- Physical behaviour of a sexual nature
- Cutting another person's hair or making any other such alterations to their personal appearance or that of another student during the course (e.g. piercing ears, shaving eye brows etc)
- borrowing any other person's property and from trying any products (tanning products/make up, which is new to them)
- Intentional interference with or damage to property is prohibited
- Theft of money or personal possessions is prohibited
- Running is not permitted on rocky, uneven or gravel surfaces
- Dare games, rough play are prohibited
- Contact sports will be played in accordance with the rules and with a referee
- Access to and use of the changing facilities is specifically for the purposes of a shower and to get changed. Interference with the property of any other person in the shower facilities is prohibited.

## 7 Interventions

Coláiste UISCE will respond to breaches of our behaviour policy in a pro-active manner. The student will be supported to learn from the misbehaviour and to change their behaviour to meet the expectations of the Coláiste. It is important to understand that interventions up to and including expulsion from Coláiste UISCE will be considered when responding to serious misbehaviour or misbehaviour of a persistent nature.

### **Cárta Dearg System ( Red Card System)**

Coláiste UISCE operate a Cárta Dearg system. This system operates on three levels the Cárta Dearg 1 being the least serious, Cárta Dearg 2 where a matter is more serious or a continuation of behaviour which doesn't meet expectations. Cárta Dearg 3 is a result of a serious breach of the Behaviour Policy. It is important to note that a Cártaí Dearg 3 may be the first Cárta issued



where the situation is so serious as to merit this intervention. The Príomhoide will be the decision maker in this regard.

Similar to the Cárta Glas system of recognition of behaviour that meets our expectations, the Cárta Dearg system may involve the presentation of a physical Cárta Dearg or referral to the Principals office when behaviour does not meet expectations. This system is operated in line with restorative practice and the goal is to address the undesired behaviour in a positive restorative manner and to improve the students experience and that of other students.

The Príomhoide can decide that a Cárta Dearg is not merited however the incident will be recorded on the students Plean Meantóireacht (Mentoring Plan).

### **Cárta Dearg 1 (Sample behaviours)**

- Speaking English following 3 Cárta Buí (Yellow Card, see Irish Language Policy)
- Distracting other students during class time
- Disruptive behaviour
- Lateness
- Defiant attitude
- Disrespecting a member of staff or fellow student
- Failure to engage with course activities
- Any behaviour that does not meet agreed expectations

The Cárta Dearg 1 will result in the removal of 3 points in the Comórtas Gaeilge and the removal of the student for 30 minutes from the Céilí. The student will be required to attend in the Príomhoide's office or designated area for that time. During that time they will have an opportunity to discuss and reflect on their behaviour, any potential issue which led to the behaviour will be addressed during this time and if necessary a mentoring plan will be put in place. The required improvements will also be explored with the student.

### **Cárta Dearg 2**

Should a student receive a Cárta Dearg 2 the same system will be applied to the review and parents shall be contacted. The student shall be placed on a mentoring plan and the points removal and removal from the céilí will also be applied.

### **Cárta Dearg 2 (Sample behaviours)**

- Cárta Dearg behaviour of a persistent nature
- Persistent speaking English despite intervention
- Damage to property
- Uncooperative attitude
- Persistent disruption to class
- Interference with the process of teaching and learning



- Failure to follow the instructions of a teacher/instructor or supervisor.

#### Possible interventions

- Use of mentoring plan, improvement targets and goals
- Contact with parent/guardian
- A written warning may be issued

### **Cárta Dearg 3**

Should a student receive a Cárta Dearg 3 the same system will be applied to review and the parents will be contacted.

A Cárta Dearg 3 may be issued in the case of a serious breach of the Behaviour Policy where Cárta Dearg 1 and/or 2 have not been issued.

The student will not be allowed to attend that evenings ceilí. The student mentoring plan will be reviewed during that time with the student and parents and further interventions considered. The Education Manager may be involved at this stage if deemed necessary by the Priomhoide.

It is important to note that matters will be dealt with on a case by case basis and interventions will be assessed in terms of their suitability to the situation with the primary goal of the students continued placement on and enjoyment of the course.

Such interventions may include but are not limited to ;

- Daily check in and review
- Additional mentoring
- On site visit/ meeting with parents
- Class/Hall/House meeting or meeting with Bean an Tí
- Completion of specific tasks with set goals
- Removal from other course activities
- Placement in alternative accommodation
- Review of continued enrolment, consideration of alternative courses,
- Suspension from the course/Temporary suspension
- Immediate suspension from the course
- Permanent exclusion from Coláiste UISCE courses
- A formal written warning setting out the intervention which any further breach of the behaviour policy will result in

### **Cárta Dearg 3 (Sample Behaviours)**

- Persistent failure to adhere to the Behaviour Policy.
- Possession and/or use of illegal substances
- Any illegal activity. Parents are reminded that the possession of any illegal substance will be the subject of an immediate report to An Garda Síochána (in line with our legislative duty) who will investigate the matter.
- Abuse of any kind (abuse of a physical, sexual or mental nature, including but not limited to hitting, interference with another's clothing,



exposing any part of another's body, exposure of body parts by the student themselves, contact of a sexual nature, persistent exclusion of any other student). Parents are reminded that we will adhere to Children Protection legislation and report matters to Tusla accordingly.

- Inappropriate use of phones, devices or social media platforms
- Vandalism
- Use of inappropriate language ( of a serious nature)
- Bullying
- Audio/visual recording of a teacher or student (without permission/consent)
- Fighting , any violent act or physical aggression
- Refusal to hand up a mobile phone
- Theft of property
- Failure to attend agreed mentoring or intervention
- Forgery of a signature
- Absence without permission
- Failure to follow safety instructions

This is not an exhaustive list and any behaviour of a serious nature by a reasonable standard may be considered .

Possible interventions include:

- Referral to An Garda Síochána or Tusla
- Referral to Education Manager & Coláiste Management Team
- Suspension
- Immediate suspension
- Permanent exclusion from Coláiste UISCE courses may be necessary

## 8 Definitions

For the purposes of this Policy:

'Immediate suspension' is defined as ;

The immediate removal of the child from the course. Parents will be required to immediately collect or arrange for collection of the child from the course.

'Suspension' is defined as;

The removal of the student from the Coláiste for a specified, limited period or number of course days.

## 9 When might suspension arise?

Suspension may be imposed for a Cárta Dearg 3 of The Behaviour Policy, however when in the opinion of the Príomhoide that other interventions are inadequate responses to serious behavioural issues, the sanction of immediate suspension may be imposed.



Other than in the case of immediate suspension, the Príomhoide will always consider

- The seriousness, frequency and context of the behaviour
- The impact of the behaviour on fellow students/staff at Coláiste UISCE
- The interventions that have already been implemented with the student
- The impact of the suspension on the student

## 10 Procedure 'Cárta Dearg 3'

The principles of fairness and natural justice will be adhered to at all times.

Restorative Practice will be practiced, remaining possible restorative solutions considered and prior interventions fully reviewed.

Where a Cárta Dearg 3 is considered or issued Parents/Guardians shall be informed immediately of the need for an investigation.

The alleged incident will then be investigated to determine the facts. Your child may be interviewed immediately by the Príomhoide or designated person. Others involved and/or affected may also be interviewed (students, witnesses, staff members). Your child may be removed from their class, activity or accommodation. Your child's phone or property may be taken and held by the Príomhoide where they reasonably suspect it is relevant to establishing the facts.

The parent/guardian will be contacted again to discuss the matter and the initial indications. Parents are entitled to be present (in person or online) when the child is being interviewed and the findings of the initial investigation are being put to them. Parent(s)/guardian(s) should ensure that they are contactable 24/7 while their son/daughter is a student at Coláiste UISCE.

The Príomhoide will then manage the issuing of a report where they will consider all the facts and make findings. The Príomhoide will give their initial finding and decision on intervention to the Education Manager who will be responsible for confirming that the process has been conducted fairly.

This and the decision on intervention will be conveyed to the Parent/Guardian.

If in the opinion of the Príomhoide following consideration of the investigation report, suspension should be imposed, the following procedure will apply:

- All reasonable efforts will be made to contact parent(s)/guardian(s) to discuss the matter.
- Where a suspension is applied, the student and parent(s)/guardian(s) will be informed in writing that the suspension has been applied, the date from which the suspension takes effect and the period of suspension. The letter will specify the reason for the suspension and the procedure for re-entry to the Coláiste following the period of suspension. Parents



will be informed of their right to appeal the decision to suspend to the Appeals Board.

- A student who is suspended is immediately returned to the care of their parent(s)/guardian(s) and they do not have permission to attend Coláiste UISCE for the days in question.
- Should a suspension arise at the end of a course it remains a suspension however the student may not have the opportunity to return depending on the timing of the incident.

Without prejudice to the above procedure, where the Príomhoide has become aware of an alleged extreme violation of the Behaviour Policy and/or where immediate suspension is deemed necessary for reasons of Health and Safety, the Príomhoide, following an initial report and investigation is authorised to suspend a student with immediate effect for such as period as deemed appropriate, pending a full investigation of the alleged extreme violation.

## 11 Permanent Exclusion

A student is expelled from the Coláiste when the Management makes a decision to permanently exclude the student from the Coláiste. Expulsion of a student is a very serious sanction and will only be taken by the Management in response to extreme breaches of the Behaviour Policy.

## 12 Irish Language Rule

Coláiste UISCE is a fun environment in which to learn Irish. We understand that students with various levels of Irish attend our courses and remind parents that a basic level of spoken Irish is required so that your child will have the best experience.

We offer support to students.

From the third day of the course students who do not engage fully will be brought into the Cárta Buí system (Yellow Card system) which operates similarly to the Carta Dearg system. A Cárta Buí can be a physical card or a referral to the Príomhoide's office. A Cárta Buí can be issued by any staff member but must be investigated by the Príomhoide's office.

A Cárta Buí 1 will only be issued where

A student has spoken in English and it is clear they have the ability to speak in Irish. The Príomhoide's office will investigate this by looking at the students ability as stated at time of booking, self- assessment and staff experience with the student.

A restorative approach will be taken and a mentoring plan will be discussed and agreed with clear goals identified. This will be subject to review as necessary.



A Carta Buí 2 will be subject to the same criteria and the mentoring plan and supports in place will be reviewed.

A Carta Buí 3 will necessitate contact with parent/guardian and a review of the students engagement, the supports utilized and their ability. The student will receive a warning that if they are found to be speaking English again a Carta Dearg 1 will be issued and the usual Carta Dearg interventions will be put in place. ( See Carta Dearg system)

### 13 The Appeals Process

The aim of our behavior policy is to ensure a positive safe learning environment for all students. We ensure that everyone is afforded fairness and all decisions that result in a change to the students experience of the course made by the Príomhoide's office are subject to review by the Education Manager.

Decisions made by the Education Manager are subject to review by the Management Team. Any decision which may result in the suspension of a student may be subject to review by the Management Team. The Management Team is drawn from a pool of 8 Senior Managers of the Coláiste UISCE Management Team.

Where a suspension is issued the Príomhoide's decision will be reviewed by the Education Manager and the parents and students will be informed in writing of the reasons. The Education Manager will be responsible for confirming to the parent/guardian that the relevant process has been followed fully and fairly. Parents will be entitled to appeal against the decision.

Parents may exercise their right to appeal by sending a request in writing to the Education Manager setting out the reason for the appeal.

The Management Team will be informed and will then convene an Appeals Board. The Appeals Board will be made up of a minimum of two Managers who have not been involved in any aspect of the process to date. They will review the process and decision. They will issue their decision on appeal within 24 hours which will be final. Their decision will be emailed to parents and to the Education Manager.

### 14 Bag searches

From time to time, to ensure the safety, health and wellbeing of our students, and as part of investigating breaches of our Behaviour Policy, staff members may conduct bag searches.

Coláiste UISCE may occasionally carry out searches of accommodation and luggage in accordance with the following process ;



Where there is a reasonable suspicion that a student is in possession of a prohibited item. A 'reasonable suspicion' is determined by the Príomhoide following investigation of the facts.

Where reasonably practicable parents will be contacted for permission to search a student's luggage or room. The student may be present while the search is taking place. Two staff members will carry out the search.

In cases of suspected theft students may be asked to go through their bags in the presence of two staff members, this will be dealt with discreetly.

It is requested that parents specifically remind their child of the prohibited items before packing for Coláiste UISCE.

#### 15 List of Prohibited Items

These items will be taken up by the Príomhoide. Items suitable for return will be returned at the end of the course. Items include but are not limited to:

Sliotars ( Tennis Balls will be provided),  
Aerosols,  
Nuts or any product containing nuts/traces of nuts,  
Knives, sharp items,  
Lighters, matches, flammable items,  
Vapes, Vaping products,  
Glue, glue products  
Any illegal substance or paraphernalia

#### 16 List of Restricted Items

**These items may be held in a designated space as agreed and can still be used during the course.**

Hurleys,  
Dumb bells, kettlebells, exercise equipment,



17 Declaration

**Coláiste UISCE Management finalized this Code of Conduct on the 17/4/2025**

It will be reviewed as part of the annual review of the college's Code of Behaviour.

Signed: R. D. E. Emma Date: 17/04/25  
Coláiste UISCE, CEO

Signed: Caitlín Ní Dhúilleoir Date: 17/04/2025  
Education Manager