**Appendix E: Action Plan for St. Patrick’s NS; Autism Class**

This Action Plan is being created so that there is a clear and set procedure in place to be followed in the event of a serious incident in the Autism Class. A serious incident is described as an episode whereby a child is very upset or exhibiting violent behaviour which may endanger themselves or someone else.

It is being put in place to ensure the safety of staff and pupils. It may need to be reviewed by the whole staff so that a similar plan can be used in the event of an incident occurring in another class. We will do this as part of our annual review of the school Code of Behaviour.

* The aim of this action plan is provide urgent assistance to the school staff member who requires it and in so doing to ensure the safety of the pupils in the room.
* Normally there are 5/6 children in the Autism Class at any given time and a staff of one teacher and three SNAs. However, at lunch and break times there are two SNAs in the rooms. This plan will be written to deal with a scenario in which an incident occurs when there are only 1 teacher and 1 SNA present in the room, or two SNAs.
* A red card will be retained by the teacher in the room for use in the event of an incident.
* In the event of an incident where more help is needed in the room, an SNA or a dependable child will go to a set location (usually the secretary/Principal’s office) to request immediate help on behalf of a particular teacher. In extreme situations the SNA, or child, can go to the other Autism Class and seek help there initially, showing the card, at which point the teacher in that room should seek help in the office, allowing the SNA to return to support her colleague.
* The Action Plan is deemed to be activated at this point.
* The teacher/SNA should report the teacher’s name, his/her location, hand over the red card and state that urgent assistance is required.
* The Principal/Deputy should be notified with immediate effect.
* Two or more adults should then attend at the location immediately. This will normally be the Principal and Deputy Principal – the secretary should remain with the Deputy Principal’s class.
* If order is restored, the pupil should be removed to a quiet space either within the classroom – a station – or elsewhere – the sensory room or the principal’s office.
* If pupil/s who are involved in the incident refuse to leave the class and the incident is continuing, the other children not involved in the incident should be removed to the Green Hall, or sensory room.
* Once activated, the plan must be carried through. COB policy will take effect.
* Parents will be contacted and may be asked, with immediate effect, to attend at the school.
* Any possible sanctions/suspensions/expulsions will be dealt with in accordance with the school’s Code of Behaviour.
* The Chairperson of the Board of Management should be subsequently notified of the incident.
* Any time the Action Plan is invoked, the Board of Management will be informed as part of the Principal’s report.

This plan is an appendix to our school Code of Behaviour and should be read in conjunction with it.

It will be presented to the BOM at our next meeting, but will, be used in the interim, if necessary.

Martin McGowan **26/09/2023**

Chairperson to BOM Date

Ruth McLoughlin **26/09/2023**

Secretary to BOM Date