

IMPORTANT NOTE: This document sets out the questions which will be asked in an online compliance survey which will be available on the website of the Department of Education and Skills from mid-June. IT IS NOT THE SURVEY ITSELF.

This question set is provided to support schools in their preparation for the online compliance survey. Having access to the questions well in advance of the survey date will allow schools time to collect the relevant data and to prepare their responses to the questions asked. It will also ensure that the online survey can be completed within the time set for it.

School Guidance Compliance Return

To establish compliance by Schools with Department Circulars for the provision of guidance in accordance with the School's Guidance Plan

Introduction –

Department Circulars 01/2016, 02/2016 and 03/2016 '*approved allocation of teaching posts*' sets out Guidance as '*a whole school activity where each school collaboratively develops a whole-school school guidance plan as a means of supporting the needs of students. It is important that all members of staff fully recognise and ensure that guidance permeates every aspect of school life. Guidance plans should outline the school's approach to guidance generally and how students can be supported and assisted in making choices and successful transitions in the personal and social, educational and career areas*'. In this respect, schools are required to ensure that the specific allocation for guidance is used to support students' needs as set out in the Whole-School Guidance Plan for your school.

Schools should consider how best to align resource allocation with the objectives of the Whole-School Guidance Plan. It is important that a Board of Management of a school exercise oversight by reviewing and updating the Plan at regular intervals. Specifically the Board should consider the plan and how it is resourced before it adopts the plan and makes it available to all staff, parents and students. As part of this important oversight role, arrangements should be put in place whereby the school's guidance plan is presented to the Board of Management annually.

The purpose of this compliance return is to establish that schools are using their allocation for guidance in accordance with the terms of the Department Circulars outlined above. **It is important to note that data returned by schools as required by this compliance return may be subjected to auditing, whole school evaluations and incidental inspections.**

A similar compliance survey will be conducted in 2018 which will focus on the use of improved resource provision for the Whole School Guidance Plan provided in circulars 10/17, 11/2017 and 12/17.

SECTION 1
INTRODUCTION –

Q 1. Please provide information about the completion of this survey

I am	Please tick (one only)
The Principal	
Deputy Principal	
Chairperson of the Board of Management	
Guidance Counsellor	
Other	

Q 2. Please tell us a little about your school:

School enrolment 2015-16 _____

School enrolment 2016-17 _____

DEIS **YES/NO**

SECTION 2

Q 3. The Guidance Plan

A School Guidance Plan provides an essential framework for delivery of the school’s guidance programme. Successful planning ensures a structured response to the educational, vocational and personal/social needs of the students.

a) Do you have a whole-school guidance plan? **YES/NO**

b) Does your whole-school Guidance Plan have the following contents?

	Yes	No
Aims of school guidance programme		
Description of current guidance provision		
Outline of current guidance programme		
A description of resources for Guidance, including information on the curriculum areas and teachers involved in the delivery of whole-school guidance		
A list of the school’s guidance priorities		
An action plan related to those guidance priorities		
Procedures for monitoring and evaluation of the guidance programme		
Drafts of relevant policies		
Other		

Q 4. Oversight Role by Board of Management

a) Has the BOM reviewed and approved the Guidance Plan? **YES/NO**

b) If yes, when was the plan reviewed and approved? **2016/2015/2014/2013/2012/earlier**

c) If not, when was the last review of the Guidance Plan? **2016/2015/2014/2013/2012/earlier**

Q 5. As part of the Board's oversight role the Board approved the allocation of resources for Guidance – 2016/17 school year:

- a) What was the total allocation (hours per week) in 2016/17 by your school for whole-school guidance?
- b) How many of these hours were allocated specifically to the Guidance counsellor(s) **Hrs Mins**
- c) Was the full staffing allocation specifically provided for Guidance in Circular 01/2016; 02/2016 and 03/2016 (as relevant) allocated to guidance in the school year 2016-2017? **YES/NO**
- d) Was any of the guidance allocation been used for non-guidance purposes? **YES/NO**
Please specify amount **Hrs Mins**
Please outline the purpose of allocating guidance hours for non-guidance activities?

Q 6. As part of the Board's oversight role the Board approves the allocation of resources for Guidance - 2017/18 school year:

- a) What is the total allocation (hours per week) in 2017/18 by your school for whole-school guidance?
- b) How many of these hours are allocated specifically to the Guidance counsellor **Hrs Mins**
- c) Has the full staffing allocation specifically provided for Guidance in Circular 10/2017; 11/2017 and 12/2017 (as relevant) been allocated to guidance in the school year 2017-2018? **YES/NO**
- d) Will any of the guidance allocation been used for non-guidance purposes? **YES/NO**
Please specify amount **Hrs Mins**
Please outline the purpose of allocating guidance hours for non-guidance activities?

Q 7. Whole-School Guidance

- a) The key to effective Guidance is a whole-school, collaborative approach. Who was involved in delivering aspects of the whole-school guidance programme in 2016/17?

			Level of involvement (estimated average) in hours per week (Refer to your answer to Q5a above)
	Yes	No	
Principal/Deputy principal			
Guidance Counsellor			
Student Support team			
Learning Support Teacher/SEN Co-ordinator			
Home/School/Community Teacher			
Year Heads			
Class teacher/tutor			
School Chaplain			
Other teachers			
Externally contracted counsellor			
Guest speakers/presenters			
Other			

- b) Please estimate the average number of hours **per week** devoted to guidance for each of Junior Cycle, Senior Cycle and other (for example PLC). This will include all those involved in whole-school guidance, **including** the work of the Guidance Counsellor. Refer to question 5a above.

	Hours
Junior Cycle	
Senior Cycle (including TY)	
Other (eg. PLC)	

Q 8. JUNIOR CYCLE AND SENIOR CYCLE: WHOLE-SCHOOL GUIDANCE

Junior Cycle

- a) Of the total time that was allocated for guidance to junior cycle, please estimate the average percentage of time per week devoted to each category of guidance practice indicated in the table below.

This includes all those involved in whole-school guidance, **including** the work of the Guidance Counsellor(s). Refer to question 7b (note: for the purposes of this question JC total hours above should be taken as 100%).

<i>Note: answer to question 7b: JC total hrs = 100%</i>	%
Personal & Social (including personal counselling)	
Educational	
Career	

Senior Cycle

- b) Of the total time that was allocated for guidance to senior cycle, please estimate the average percentage of time per week devoted to each category of guidance practice indicated in the table below.

This includes all those involved in whole-school guidance, **including** the work of the Guidance Counsellor(s). Refer to question 7b (note: for the purposes of this question SC total hours above should be taken as 100%).

<i>Note: answer to question 7b: SC total hrs = 100%</i>	%
Personal & Social (including personal counselling)	
Educational	
Career	

Q9 JUNIOR CYCLE AND SENIOR CYCLE: GUIDANCE COUNSELLOR HOURS

- a) Please estimate the average percentage of time per week **allocated specifically to the Guidance Counsellor(s)** used for the following guidance activities in **junior cycle** (refer to your response to question 5b for guidance counsellor hours). Please note **part b** to this question. Percentage of total time for both Junior Cycle and Senior Cycle should add up to 100% (unless the school offers PLC programmes). See worked example.

Cycle	Total % of time should take account of % of time indicated in 9b	Area of guidance	Refer to the % of time indicated for Junior Cycle when providing %s below	Individual/group	Refer to % of time provided for Junior Cycle when providing %s below
Junior Cycle (JC)	% of time:	Personal & Social (includes personal counselling)	% of time:	Individual	% of time:
		Educational	% of time:		
		Career	% of time:	Group	% of time:
			Note: Total of %s above should add up to the total % indicated for JC		

- b) Please estimate the average percentage of time per week **allocated specifically to the Guidance Counsellor(s)** used for the following guidance activities in **senior cycle** (refer to your response to question 5b for guidance counsellor hours). Please note your response to **part a** of this question. Percentage of total time for both Junior Cycle and Senior Cycle should add up to 100% (unless the school offers PLC programmes). See worked example.

Cycle	Total % of time should take account of % of time indicated in 9a	Area of guidance	Refer to the % of time indicated for Senior Cycle when providing %s below	Individual/group	Refer to % of time provided for Senior Cycle when providing %s below
Senior Cycle (SC) – includes TYP	% of time:	Personal & Social (includes personal counselling)	% of time:	Individual	% of time:
		Educational	% of time:		
		Career	% of time:	Group	% of time:
			Note: Total of %s above should add up to the total % indicated for SC		

c) **Junior Cycle: One-to-One meetings with students**

Please indicate the three main areas that students presented with for 1-1 meetings with the guidance counsellor (for example, personal distress; self-awareness; managing transition to post-primary)

Area	
1	
2	
3	

d) **Senior Cycle: One-to-One meetings with students**

Please indicate the three main areas that students present with for 1-1 meetings with the guidance counsellor (for example, personal distress; self-awareness; managing transition to senior cycle)

Area	
1	
2	
3	

SECTION 3

Q 10 The work of the Guidance Counsellor(s)

- a) How many teachers were designated as Guidance Counsellors in the school in 2016/17 (refer to question 5b)?
- b) Does the Guidance Counsellor(s) have a professional qualification in Guidance Counselling? **YES/NO**
- c) Has the Guidance Counsellor(s) attended CPD provided by NCGE in the last 5 years? **YES/NO**
- d) Has the Guidance Counsellor(s) attended CPD provided by IGC in the last 5 years? **YES/NO**
- e) Has the Guidance Counsellor(s) attended the DES-funded Guidance Supervision Programme? **YES/NO**

How many sessions were attended in 2016-2017? (Select one only)

1		2		3		4		5	
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- f) Did the Guidance Counsellor(s) attend any peer support/networking events in 2016/17? **YES/NO**
 How many such events were attended in 2016/2017?
 Was this attendance been authorised by the school? **YES/NO**

Q 11. Please estimate the **average number of hours per week** allocated to the Guidance Counsellor and used for the following guidance-related activities:

a) Time spent networking / Liaising with Third Parties

	Hours
Networking and establishing links with the local business community, education providers, etc	
Collaborative work and consultation with external agencies e.g. referral, information; NEPS	
Attendance with students at careers exhibitions/open days	
Standardised test administration	
Liaising with former students	
Liaising with parents: presentation evenings, meetings, phone calls	

b) Time spent on Administration

	Hours
Attendance at meetings related to whole-school guidance	
Time spent on Guidance Plan	
General administration, office work, filing etc.	

Q 12 REFERRALS TO OTHER SERVICES.

Please tell us about the level of referrals to external agencies and/or support agencies made **in the school year 2016/17 to date** following one-to-one support provided by the Guidance Counsellor **(Please calculate this as a % of the total number of students seen for one-to-one support)**

Service	%
Duty Social Worker	
Garda Liaison Officer	
CAMHS	
NEPS	
NCSE	
Tusla	
NBSS	
Disability Services	
Counselling/Psychotherapy Services	
Other	

Thank you for taking the time to complete this School Guidance Compliance Return. Schools should ensure that it is returned via the online survey to the Department by 26th October 2017.