



## Droichead - Record Keeping and the Droichead Process:

### Suggested Records - Primary

To facilitate the Teaching Council's quality assurance process, schools are asked to retain records which they have created to support the Droichead process for a minimum of one year and after that, in line with their data protection policy.

Professional Support Team (PST)	Newly Qualified Teacher (NQT)
<b>Droichead Key Steps as a "roadmap" of the process</b>	
<b>Copy of Confirmation Email</b> (Approval to commence Droichead email from TC)	<b>Copy of Confirmation Email</b> (Approval to commence Droichead email from TC)
<b>Droichead Outline Plan</b> [as per Droichead policy]	<b>Droichead Outline Plan</b> [as per Droichead policy]
<b>Each Meeting: agenda/minutes</b> e.g. initial meeting with NQT; records of professional conversations, quarterly reviews; meeting to conclude the process	<b>Each Meeting: agenda/minutes</b> e.g. initial meeting with NQT; records of professional conversations, quarterly reviews; meeting to conclude the process
<b>The Induction Records</b> <ul style="list-style-type: none"> <li>• Droichead Standards and Induction Plan document</li> <li>• Post-Observation Records</li> </ul>	<b>The Induction Records</b> <ul style="list-style-type: none"> <li>• Droichead Standards and Induction Plan document</li> <li>• Post-Observation Records</li> </ul>
	<b>Taisce</b>
<b>Copy of Form D</b> (prior to the NQT submitting it to the Teaching Council)	<b>Copy of Form D</b> (prior to the NQT submitting it to the Teaching Council)
<p>"A review process is in place where NQTs or the PST wish to raise concerns about the Droichead process. This process includes an informal stage, at school level, and a more formal stage at NIPT level. It also allows for unresolved issues to be escalated to the Teaching Council, via its Droichead Quality Assurance panel"</p> <p style="text-align: right;">(Teaching Council, 2017, p.7.)</p>	

1.1.7.2 In maintaining records, the PST should respect the privacy of others and the confidentiality of information garnered during the course of the process. They should also be mindful of ethical and data protection considerations, anonymising data where appropriate and taking any measure necessary to restrict access to sensitive information.

1.1.7.3 Where an NQT who has completed some or all of the Droichead process leaves a school, they should be given a copy of the relevant records which the school holds in relation to that process.

(Teaching Council, 2017, p.6.)

