## Disclaimers

* A student’s registration with the Disability Service is strictly confidential and is protected under Data Protection legislation. Confidential information about the student may not be disclosed to anyone outside of the Disability Service, without the agreement of the student, except in cases where there is justifiable concern regarding the personal safety of the student or others.
* All Educational Support Workers (ESWs) with direct contact with students must be Garda Vetted and have proof of same before being assigned an ESW role. ESWs must contact the Disability Service in the relevant HEI for information on the process of applying to be Garda vetted.
* Third party providers supplying ESW support on behalf of HEI are required to ensure that ESWs have been Garda vetted as per tender agreements.
* ESWs are only responsible for educational assistance and tasks that arise during college contact hours.
* Failure of the ESW/Student to meet any of the terms as outlined in the job descriptions may result in the withdrawal of the service.
* Students may be required to sign and verify the accuracy of timesheets submitted by ESWs to confirm that the agreed support has been delivered.
* The cancelation policy to cancel or rearrange ESW support may vary between HEIs. The relevant Disability Service should be contacted for confirmation of the cancelation period.
* If a student is not satisfied with the support being delivered, and if it cannot be resolved, the Disability Service should be contacted.
* The student and ESW should not be in contact outside the contracted hours unless in exceptional circumstances.
* ESWs should utilise their own laptop for notetaking or other preparatory work and accept full responsibility for it.