

OUR LADYS SECONDARY SCHOOL



Policy for External Speakers / Coaches / External Contractors

Our Lady's Mission Statement

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. We take a holistic approach focusing on the wellbeing and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 800 students and over 55 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

This policy was created in accordance with Our Lady's Vision Statement.

- 1. Policy and procedures for the use of external persons to supplement delivery of the curriculum.**

2. Policy and procedures for the use of external sports coaches.

3. Policy and procedures for all school visitors including external contractors.

The Board of Management of Our Lady's Secondary School seeks to provide an open and friendly learning environment, which values and encourages visitors to the school. At the same time the Board has a legitimate interest in avoiding disruption to the educational process and in protecting the safety and welfare of the students and staff. It is our aim to make sure that our school is protecting students and staff, during school time and extra-curricular activities and to ensure that all speakers, visitors, contractors etc comply with the *Policy and Procedures for the use of External Persons to Supplement Delivery of the Curriculum* and the *Policy and Procedures for the use of External Sports Coaches*.

This policy should be read in conjunction with Our Lady's Secondary School Child Safeguarding Statement

Aims of policy:

The aim of this policy is to provide guidelines for all visitors to the school and in doing so:

- Provide a safe and secure environment for our students and staff.
- Establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of the school.

Definitions

- Visitors to the school are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Type of Visitor

- Parents
- Department of Education & Skills, Personnel, Officials & Inspectors
- State Exam Commission Personnel, Officials & Inspectors
- Personnel & officials from outside agencies such as NEPS, TUSLA, HSE, Third Level Institutions etc.
- Guest Speakers
- Paid coaches and instructors
- Volunteers (parents, sport coaches, etc.)
- Contractors

Responsibilities:

The school Principal shall have the authority to determine which visits are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising this discretion, the Principal shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with the information as may be needed to foster a cooperative relationship between home, school and community. If a teacher wishes to invite a guest speaker/coach to the school, it is their responsibility to receive prior clearance from the Principal. It is recommended as good practice that a staff member should remain with the guest speaker at all times.

General Requirements for Visitors

- All visitors shall report to the school office and sign the visitor's book when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the Principal to remain on the school premises. All visitors shall be requested to wear an appropriate form of school identification when on school premises and return the same to the school office on departure.
- Whenever possible, visitors should obtain authorisation from the Principal in advance. At the discretion of the Principal, such prior authorisation may be required.
- All external persons to support the curriculum and extracurricular activities must comply with Board of Management and Department of Education & Skills policies, administrative rules, school regulation and policies.
- There may be occasions when some visitors to the school e.g workers from NEPS, TUSLA, Social Workers may look to meet students on their own. This will only be done once permission is sought from the Principal or in his absence the Deputy Principal.

Parents as Visitors

- Parents wishing to conference with teachers or other staff members during the course of the school day are encouraged to make arrangements in advance.
- Parents who visit the premises during the school day to collect students for external appointments are asked to report to the school office and sign their child out and in if the student returns to school before the end of the school day.
- Parents who have been invited to visit the school as part of an, open day, special event or scheduled school performance are exempt from requirements 1 & 2

Guest Speakers

- Guest speakers may be invited to the school where the Principal's authorization has been sought and where it has been deemed that the use of such a speaker will bring specific knowledge and expertise to enrich the planned curriculum.
- All guest speakers should be Garda Vetted by the Board of Management.
- It is recommended as good practice that a staff member should remain with the guest speaker at all times.
- All guest speakers shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

Personnel from DES, SEC, Outside Agencies.

- Personnel wishing to conference with the Principal or other staff members during the course of the school day are encouraged to make arrangements in advance.
- All such visitors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

Paid Coaches and Instructors

- Will work under the supervision of a designated teacher.
- Should have a recognized qualification in the activity they are to deliver.
- Must have completed Child Protection training.
- Should be Garda Vetted by the Board of Management
- Should have appropriate experience of working with young people.
- It is recommended as good practice that a staff member should remain with the guest speaker at all times.
- All paid coaches and instructors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.


Volunteers

- Volunteers who will be on the premises during school hours must be Garda vetted by the Board of Management.
- It is recommended as good practice that volunteers work under the supervision of a member of school staff.
- All volunteers shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

Contractors


- Contractors who may regularly work on the premises during the school day will be required to provide Garda clearance reports for same.
- Contractors who may occasionally visit the premises during the school day must be accompanied by a member of staff at all times.
- All contractors shall report to the school office and sign the visitor's book when arriving or leaving the school premises.

Ratified by the Board of Management on:

Signed 

 Chairperson, Board of Management

Date: March 28th 2023

Signed 

 Principal

Date: March 28th 2023