



Kilgarvan Central School

Policy for External Speakers / Coaches

- 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.**

The Board of Management of Kilgarvan Central 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 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 visitors 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 with the following :

- Kilgarvan Central School Child Safeguarding Statement

Aims

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

Type of visitor where this policy will apply :

- ✚ Guest speakers to supplement the delivery of the curriculum
- ✚ External sports coaches

Responsibilities

The school principal shall have the authority to determine which guest speakers / coaches are permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. If a teacher wishes to invite a guest speaker / coach to the school, it is their responsibility to receive prior clearance from the principal.

General Requirement for Speakers and Coaches

- ✚ All curricular support speakers and sports coaches shall report to the school office when arriving / leaving the school premises
- ✚ All speakers may be requested to produce an appropriate form of identification at reception
- ✚ All external persons to support the curriculum and extra-curricular activities must comply with Board of Management and Department of Education and Skills policies, administrative rules and school regulations

1. Guest Speakers to supplement the delivery of the curriculum

- ✚ Guest speakers may be invited to the school where the principal's authorisation 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 speakers should have current Garda Vetting
- ✚ Guest speakers and external teachers (even if appropriately vetted) are never left unsupervised with students. The class teacher or supervising teacher is responsible for the students at all times. The school has a responsibility to check out the credentials of the speaker and to ensure that the materials in use by guests are appropriate

2. External Sports Coaches

- ✚ Will work under the supervision of a designated teacher
- ✚ Should have a recognised qualification in the activity they are to deliver
- ✚ Must have attended Child Protection Vetting
- ✚ All coaches should have current Garda Vetting
- ✚ Should have appropriate experience of working with young people

Review and Ratification

This policy will be reviewed in 2022.

This policy was ratified by the Board of Management on February 5th, 2019.

Signed : _____

(Chairperson, Board of Management)

