



*"Let the rooms be  
full of happiness"*

*Scoil Iósaf National School,  
Castlemartyr, Co. Cork.*

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Roll No: 13647B*

## **External Persons Policy**

### **1. Rationale.**

Castlemartyr National School is committed to providing its students with the highest level of curricular and extra-curricular education. Whilst recognising that qualified classroom teachers are the best placed professional to work sensitively and consistently with students in most curricular and extracurricular school activities, the school acknowledges that in certain circumstances external expertise can enhance the education and activities provided.

When external persons are employed or invited to provide services to students the school is responsible for ensuring, as far as is possible, the quality of the services provided and the safeguarding of students.

### **2. Aims and Objectives.**

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

- 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.
- To ensure that services provided to students by external facilitators are of the highest quality.
- To mitigate the risk of harm to students.

### **3. Definition.**

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/Guardians
- Department of Education & Skills Officials
- Guest Speakers

- Paid coaches and instructors
- Volunteers (parents, sport coaches, etc.)
- Contractors

#### **4. 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.

As necessary, and in line with with the current Covid-19 restrictions, visitors will be directed to the school's Covid-19 Response Plan which will reflect latest government advice for schools. This can be accessed via the schools website at [www.castlemartyrns.com](http://www.castlemartyrns.com).

#### **5. Procedures.**

- Visitors should obtain authorisation from the principal in advance. At the discretion of the principal, such prior authorisation may be required.
- All external facilitators are compliant with the school's child protection policy and other relevant school policies and procedures.
- Each visitor is required to use the buzzer system at the front door.
- External facilitators supplement, complement or support an identified component of the school's curricular or extra-curricular provision.
- External facilitators are approved by the principal in consultation with the relevant teaching staff.
- External facilitators in classroom provision always work under the guidance and supervision of the relevant classroom teacher who remains in the classroom with the students at all times.
- Visits may be prohibited at certain times, this is at the discretion of the school principal.
- All school visitors must comply at all times with Board of Management and Department of Education & Skills policies, administrative rules and school regulations.

#### **6. Parents as Visitors.**

- Parents wishing to conference with teachers during the course of the school day are required to make arrangements in advance.
- Parents who visit the premises during the school day to collect students for external

appointments are asked to call to the main reception door and sign their child out

- Parents who have been invited to visit the school as part of an open day, special event or scheduled school performance are expected to enter via the main entrance at a specified point and follow any guidelines provided by the principal or class teacher.

### **7. Guest Speakers.**

- Guest speakers may be invited to the school where the principal teacher'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.
- Guest Speakers on subjects/areas other than the approved curriculum must be approved by the principal prior to being invited to the school.

### **8. Paid Coaches & Instructors.**

- Will work under the supervision of a designated teacher during school hours.
- Should have a recognised qualification in the activity they are to deliver.
- Must have submitted a Garda Vetting report to the school or the organization they work for.
- Should have appropriate experience of working with young people.
- Must have current public liability insurance.

### **9. Volunteers.**

- Permission must be sought from the principal prior to the visit.
- Volunteers will only work directly alongside a member of the school staff and no visitor will be permitted alone with a child at any time.

### **10. The policy operates within a legislative framework and takes account of the following:**

- Children First Act, 2015
- Child Protection Procedures for Primary and Post-Primary Schools, 2017
- DES Circular 0043/2018: Best practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice
- DES Circular 0031/2016: Commencement of Statutory Requirements for Garda Vetting

## **11. Adoption and Review:**

This External Persons Policy will be reviewed periodically by the Board of Management or as soon as practicable after there has been a material change in any matter to which this policy refers.

**Signed:**

A handwritten signature in blue ink that reads "Frank O'Neill".

*Chairperson, Board of Management.*

A handwritten signature in black ink that reads "Paul O'Leary".

*Principal, Secretary of Board of Management*

**Dated:** 7<sup>th</sup> April 2022